Web4BIS User Guide

Version 3.3

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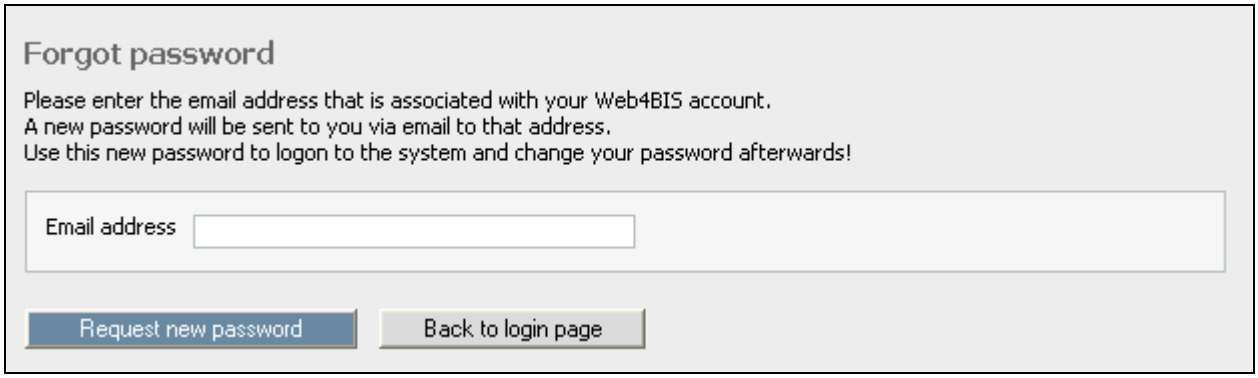
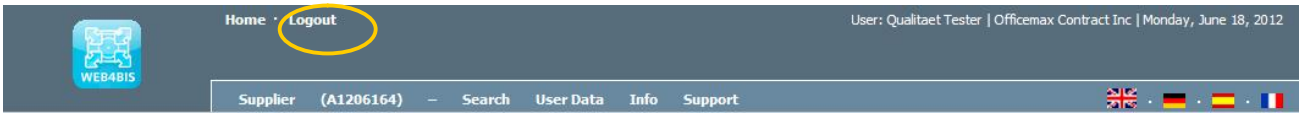
1. Login and Logout in WEB4BIS

The WEB4BIS login screen is available on the internet at https://webedi.siemens.de/web4bis/login.do. Please log in using the user information provided by Siemens. You are strongly advised to change the password immediately after you log in for the first time.

If you have forgotten your password please use the “Forgot your password?” link. At the next step you are advised to enter the email address which is associated to your Web4BIS profile. After confirming a new password will be created and sent to the email address.


Forgot password
Please enter the email address that is associated with your Web4BIS account.
A new password will be sent to you via email to that address.
Use this new password to logon to the system and change your password afterwards!
Email address
Request new password
Back to login page

You can terminate your working session with WEB4BIS at any time using the "Logout" link on the menu bar (marked in orange).
You can then log in again under either the same or a different username.



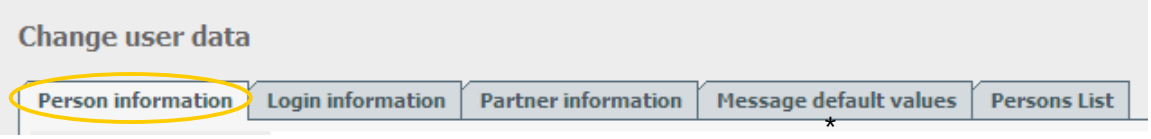
2. Administration

2.1. Change User Data

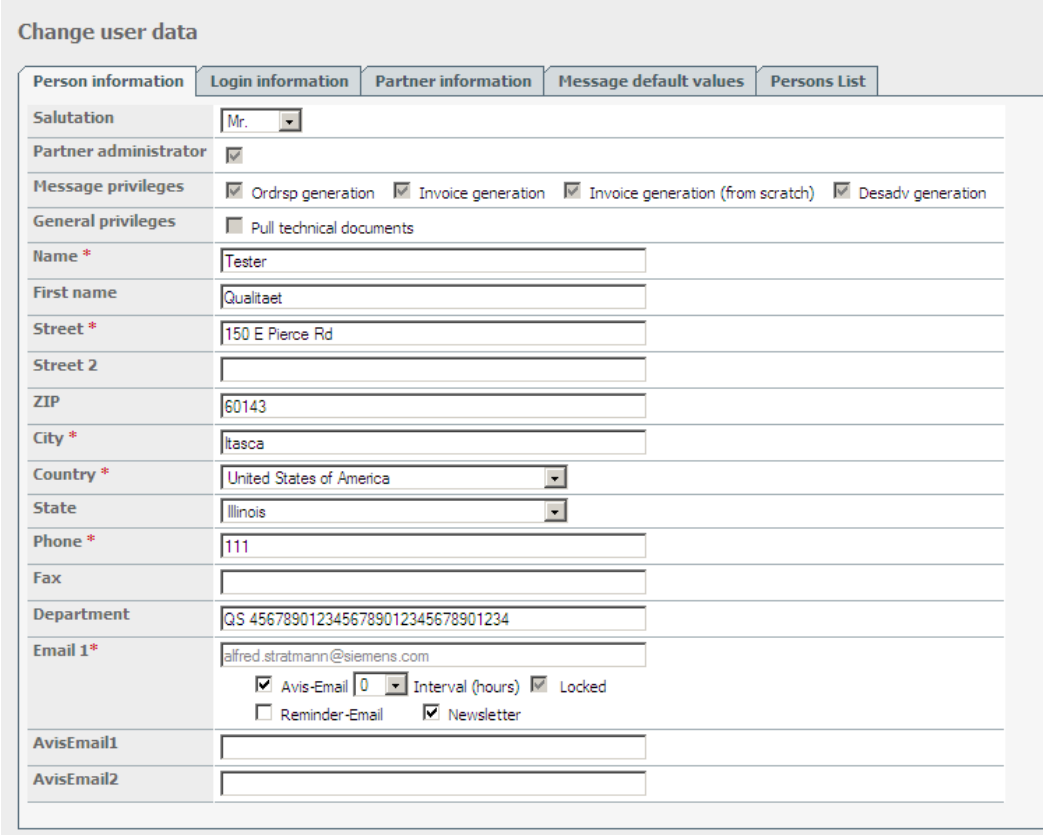
WEB4BIS allows you to modify your user data. Clicking on the "User Data" link on the top menu bar takes you to the appropriate mask.

Home · Logout
User: Qualitaet Tester | Officemax Contract Inc | Monday, June 18, 2012
WEB4BIS
Supplier (A1206164) – Search User Data Info Support

2.1.1 Change Person Information



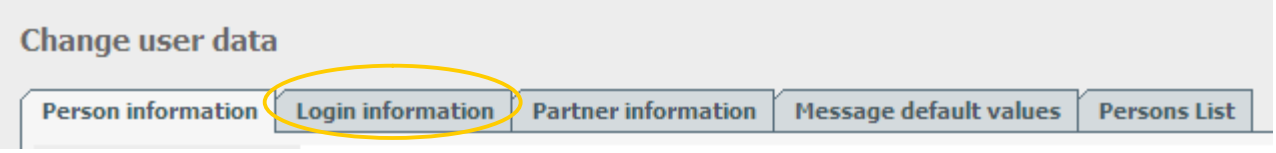
You can change your personal data (name, address, phone number, email address, etc.) using the administration function. The WEB4BIS administrator has already filled in the above fields with the data supplied during WEB4BIS registration, but you can change these data at any time. It is important to keep your personal information up-to-date at all times, particularly your email address and phone number, because these may change often.



Emails are sent to the address given in "Email 1"; the type(s) of the email depends on the option(s) selected in the checkboxes beneath the address field. If the "Avis-Email" box is checked, an email is sent to the specified address each time a message is received. If the "Reminder-Email" option is checked, a reminder email is sent to the email recipient if WEB4BIS contains unread messages for more than 2 days. The address given in "Email 1" is used automatically as the sender email address for order confirmations. You can also enter additional email addresses in the AvisEmail1 and AvisEmail2 fields; Consequently Avis-Emails are also sent to these addresses.

The fields marked with a red asterisk are mandatory.
Click on the "Save changes" button to apply your changes. If you want to discard your changes, click on the "Cancel" button.

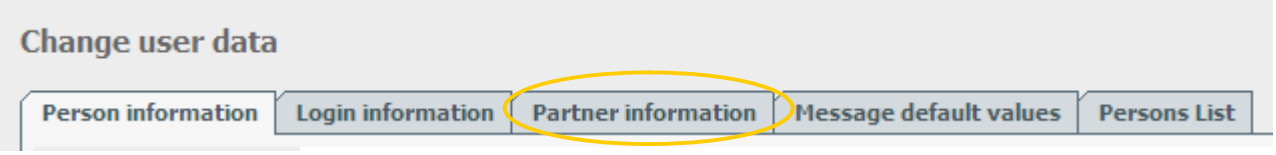
2.1.2 Change Login Information



Immediately after you log in for the first time, you should change your password and select one that is easy to remember. This is done on the "Login information" tab. Have your old password ready because you are prompted to enter it on this tab.

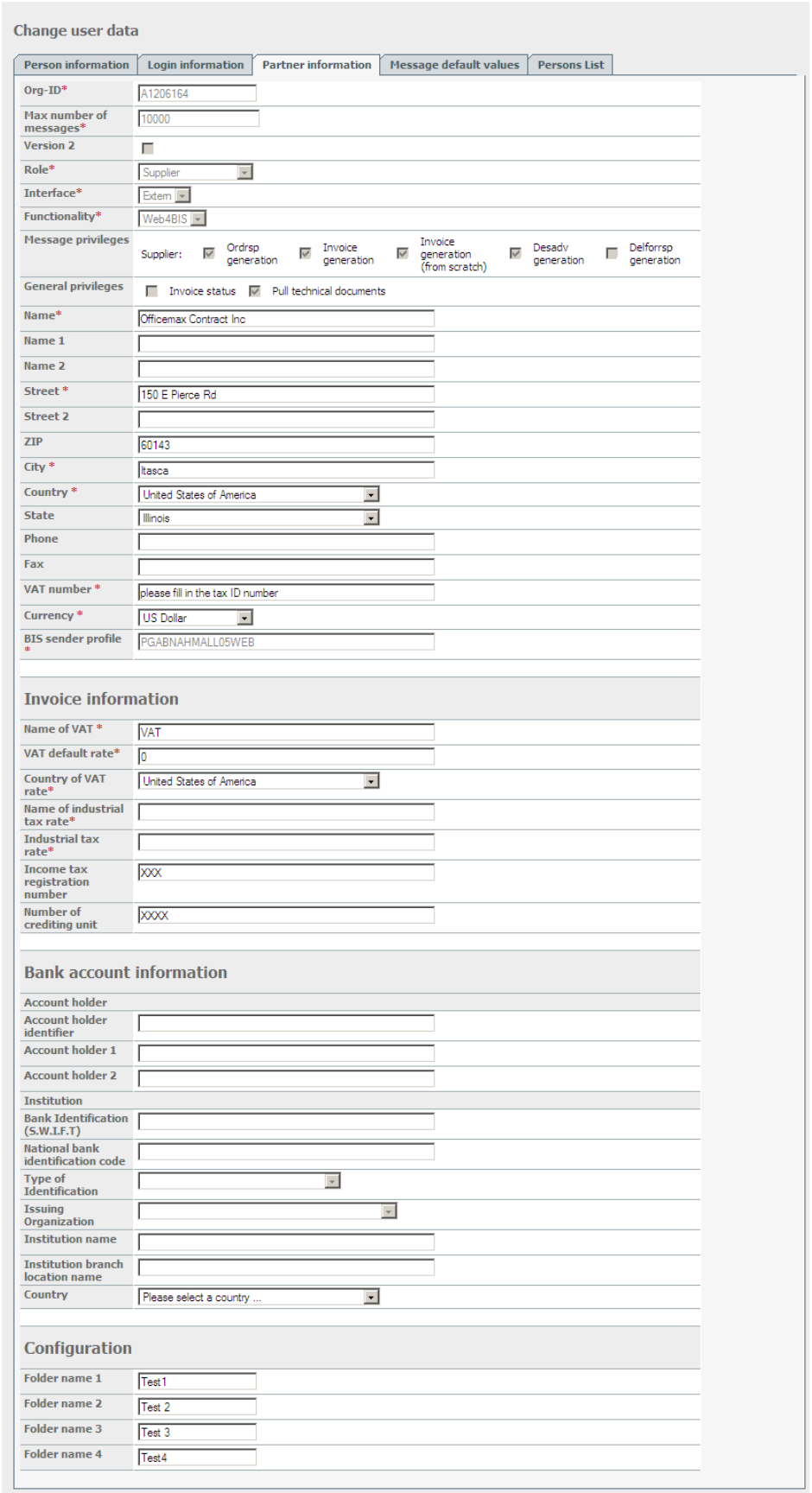
On the "Login information" tab you can also specify the standard language you want to work with. When you change the language, all information is then shown in the language you select. The fields marked with a red asterisk are mandatory.

2.1.3 Change Partner Information



Several users may be assigned to each WEB4BIS partner. Changes in partner information apply for all users. On the "Partner information" tab you can change the name or address of your partner profile. The fields marked with a red asterisk are mandatory.
Certain items of information, such as Role, Interface or BIS sender profile, may not be changed by you, but only by the Web4BIS administrator.

“Interface” configures as which kind of supplier you are classified. There are two options: internal and external. This interferes directly with the process of creating invoices, because internal and external suppliers will see different text fields and forms and are able to change different values (e.g. more partner address data and accounting data for internal suppliers).
Furthermore you can have a look at your authorizations here, that means if you have the authorization to create order responses or invoices at all. If missing, you will not see the buttons “creating invoice” and “approve order” and the symbol for creating invoices. You are not enabled to change these settings, this is reserved to the administrator.



Change user data

Person information | Login information | Partner information | Message default values | Persons List

Org-ID*	A1206164
Max number of messages*	10000
Version 2	☐
Role*	Supplier
Interface*	Extern
Functionality*	Web4BIS
Message privileges	Supplier: ☑ Ordrsp generation ☑ Invoice generation ☑ Invoice generation (from scratch) ☑ Desadv generation ☐ Delforrsp generation
General privileges	☐ Invoice status ☑ Pull technical documents
Name*	Officemax Contract Inc
Name 1	
Name 2	
Street *	150 E Pierce Rd
Street 2	
ZIP	60143
City *	Itasca
Country *	United States of America
State	Illinois
Phone	
Fax	
VAT number *	please fill in the tax ID number
Currency *	US Dollar
BIS sender profile *	PGABNAHMALL05WEB

Invoice information

Name of VAT *	VAT
VAT default rate*	0
Country of VAT rate*	United States of America
Name of industrial tax rate*	
Industrial tax rate*	
Income tax registration number	XXX
Number of crediting unit	XXXX

Bank account information

Account holder	
Account holder identifier	
Account holder 1	
Account holder 2	
Institution	
Bank Identification (S.W.I.F.T)	
National bank identification code	
Type of Identification	
Issuing Organization	
Institution name	
Institution branch location name	
Country	Please select a country ...

Configuration

Folder name 1	Test1
Folder name 2	Test 2
Folder name 3	Test 3
Folder name 4	Test4

If you have the authorization to create invoices, the “Invoice information” part will be visible to you at this location. Here you can configure details regarding the invoice. Only internal suppliers have the option to fill in the number of the crediting unit.

2.2 Information

By clicking on the “info” link on the top menu bar you can get further information, for example the current version of the userguide for Web4BIS.

Home · Logout
User: Qualitaet Tester | Officemax Contract Inc | Monday, June 18, 2012
WEB4BIS
Supplier (A1206164) – Search User Data Info Support

2.3 Support

If you have any questions or need help please contact our support team by clicking “Support”.

Home · Logout
User: Qualitaet Tester | Officemax Contract Inc | Monday, June 18, 2012
WEB4BIS
Supplier (A1206164) – Search User Data Info Support

2.4 Select Language

If you want to switch languages for a short time only, or somebody else who speaks a different language is working under your username, the language can be changed by clicking on "English" or "German" on the menu bar. However, at the next login, the system reverts to the standard language specified in the user data.

Home · Logout
User: Qualitaet Tester | Officemax Contract Inc | Monday, June 18, 2012
WEB4BIS
Supplier (A1206164) – Search User Data Info Support

3. Message Administration

The current version of Web4BIS supports receiving the following message types:

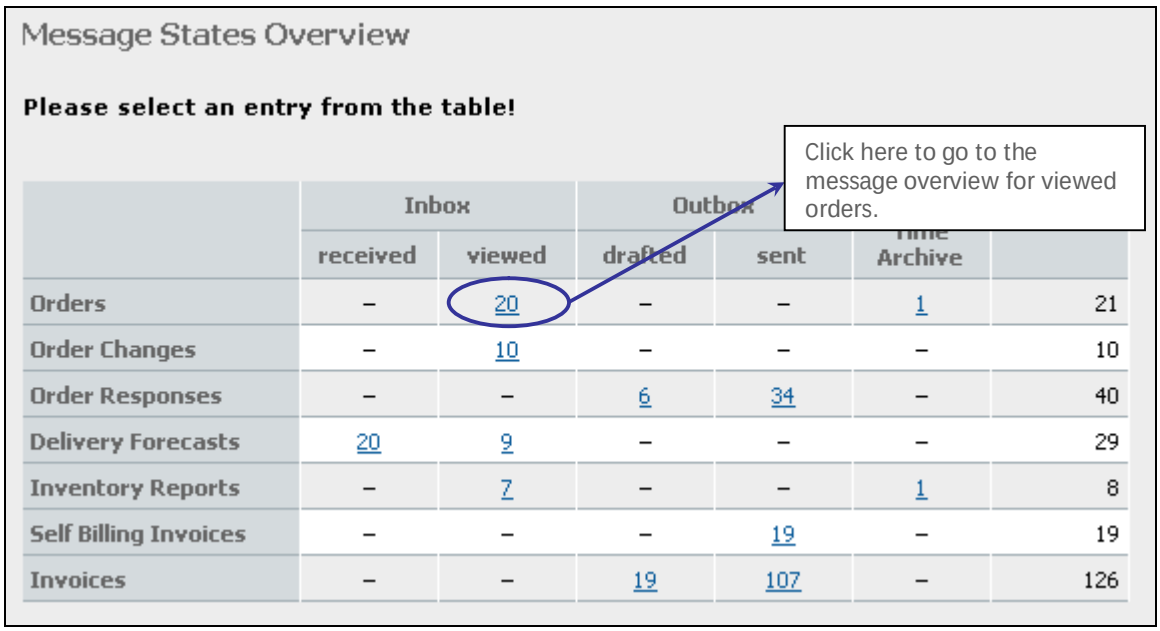
- Orders
- Order Changes
- Delivery Forecasts
- Inventory Reports
- Self Billing Invoices

The current version of Web4BIS supports creating the following message types:

- Order Responses
- Invoices

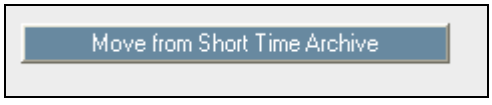
3.1. Message States Overview

The message states overview is displayed automatically when you log in. It lists, for example, how many messages of the various message types have been received or viewed. New messages are always located in the "Received" folder. When you open a message, it is automatically moved into the "Viewed" folder. Furthermore you can move messages that you no longer need to the "Short Time Archive" folder, which is emptied by the system at regular intervals. You should ensure that you do not keep too many messages in the "Received" and "Viewed" folders by emptying these folders from time to time.
Clicking on the numbers in the columns takes you to the message overview for the corresponding message type.


Message States Overview
Please select an entry from the table!
Click here to go to the message overview for viewed orders.
Inbox
Outbox
received
viewed
drafted
sent
Time Archive
Orders – 20 – – 1 21
Order Changes – 10 – – – 10
Order Responses – – 6 34 – 40
Delivery Forecasts 20 9 – – – 29
Inventory Reports – 7 – – 1 8
Self Billing Invoices – – – 19 – 19
Invoices – – 19 107 – 126

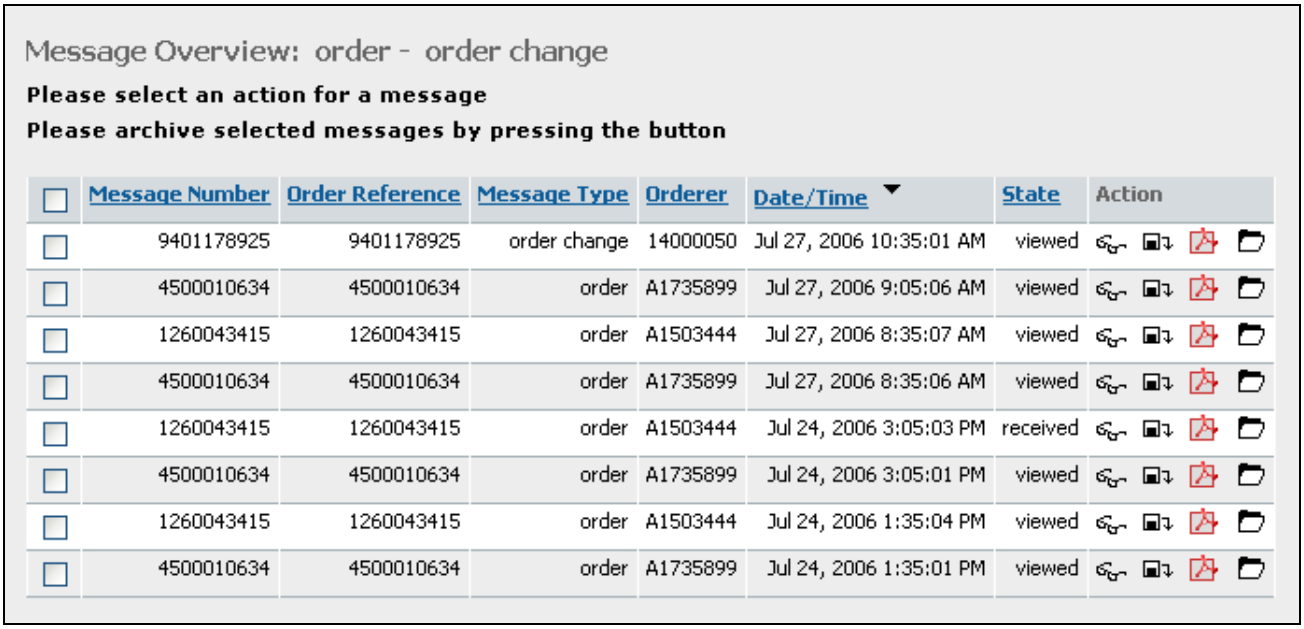
You can also go directly to the individual message overviews at any time without going via the message status overview.
The "Overview", "Drafts" and "Short Time Archive" folders are shown on the left-hand menu bar. If you have the authorization, there is also the option “Create – Invoice”. The "Overview" folder is subdivided into the individual message types to enable a faster navigation.

You can move messages between folders. Messages are moved automatically when you view them (see 3.3.2 Display Details). If you want to move messages manually, you can do this in the detail message view using the "Move into Received", "Move into Short Time Archive" and "Move from Short Time Archive" buttons.
If you click on "Move into Received", received and already viewed messages are moved to the "Received" folder. If you click on "Move from Short Time Archive", the messages are moved into the "Viewed" folder and created messages are moved into the "Outbox" folder (assuming they were previously moved from there) or into the "Drafts" folder (assuming they were previously moved from there). Clicking on "Move into Short Time Archive" always moves messages into the short-term archive.



3.2. Message Overview

The message overview lists the various messages in tabular form. Each line of the table displays specific message contents (known as meta attributes), such as order reference, message type and orderer.


Message Overview: order - order change

Please select an action for a message

Please archive selected messages by pressing the button

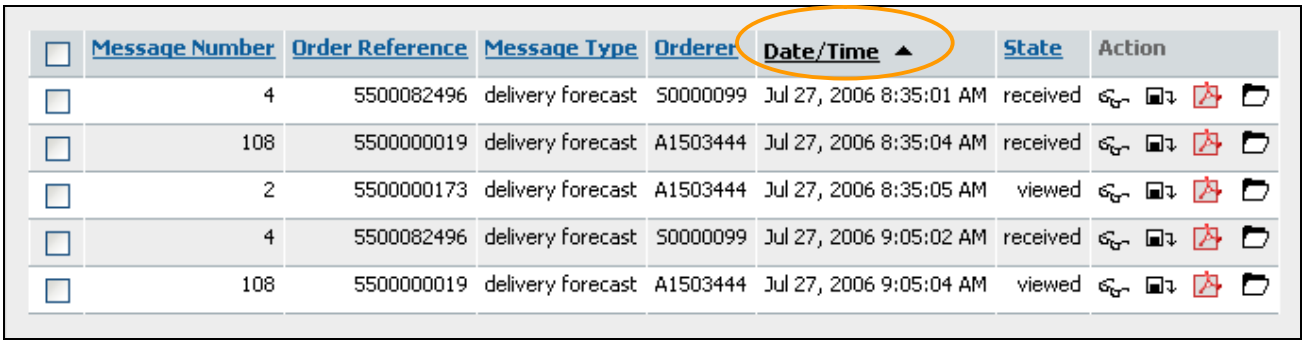
Message Number	Order Reference	Message Type	Orderer	Date/Time	State	Action
9401178925	9401178925	order change	14000050	Jul 27, 2006 10:35:01 AM	viewed	
4500010634	4500010634	order	A1735899	Jul 27, 2006 9:05:06 AM	viewed	
1260043415	1260043415	order	A1503444	Jul 27, 2006 8:35:07 AM	viewed	
4500010634	4500010634	order	A1735899	Jul 27, 2006 8:35:06 AM	viewed	
1260043415	1260043415	order	A1503444	Jul 24, 2006 3:05:03 PM	received	
4500010634	4500010634	order	A1735899	Jul 24, 2006 3:05:01 PM	viewed	
1260043415	1260043415	order	A1503444	Jul 24, 2006 1:35:04 PM	viewed	
4500010634	4500010634	order	A1735899	Jul 24, 2006 1:35:01 PM	viewed	

3.3. Message Actions

The message overview provides a range of message actions. Every message action is marked with a different symbol. The message actions includes a sorting function, a detail viewing option, downloading a XML-file, downloading a printable PDF-version of a message and showing the business case for a message. In case of the order response overview there is another symbol for creating invoices, but it will be shown only with the necessary authorization.

3.3.1 Sort in the Message Overview

The message overview appears at many points in WEB4BIS; for instance, in the overview of orders and order confirmations, in the short-term archive, in search results, etc. This view always includes options for sorting the messages on specific criteria as well as the option of performing a number of actions. You can sort messages by clicking on one of the underlined fields. A small black triangle indicates the sort criterion and the sort sequence (ascending or descending).



Message Number	Order Reference	Message Type	Orderer	Date/Time ▲	State	Action
4	5500082496	delivery forecast	S0000099	Jul 27, 2006 8:35:01 AM	received	
108	5500000019	delivery forecast	A1503444	Jul 27, 2006 8:35:04 AM	received	
2	5500000173	delivery forecast	A1503444	Jul 27, 2006 8:35:05 AM	viewed	
4	5500082496	delivery forecast	S0000099	Jul 27, 2006 9:05:02 AM	received	
108	5500000019	delivery forecast	A1503444	Jul 27, 2006 9:05:04 AM	viewed	

In the above screenshot, the messages are sorted by date/time and the oldest messages are shown first. If you want to show the most recent messages first, click on "Date/Time" to reverse the sort sequence.

3.3.2 Display Details

Message Number	Order Reference	Message Type	Orderer	Date/Time ▼	State	Action
8	8	inventory report	A1503444	Jul 27, 2006 9:05:05 AM	viewed	
8	8	inventory report	A1503444	Jul 27, 2006 8:35:05 AM	received	

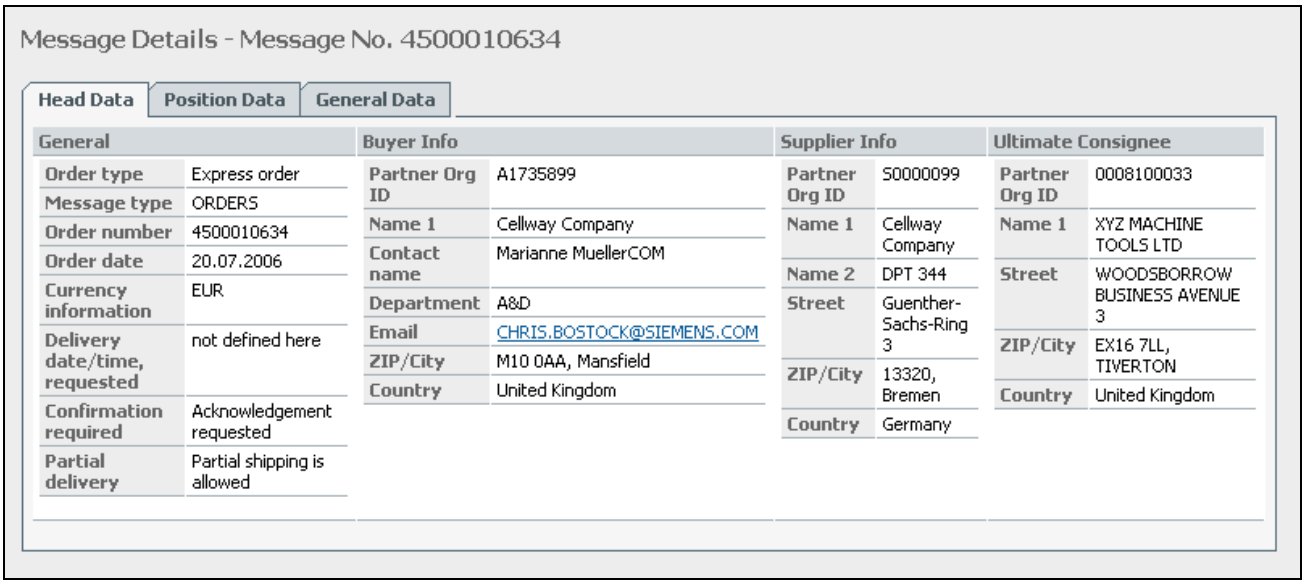
You can display the details of a message by clicking on the spectacles icon in the message overview.

The detail view is split into different tabs depending on the type of message.

3.3.2.1 Orders

The detail view of an order consists of the tabs "Head Data", "Item Data" and "General Data".

The "Head Data" contains the most important part of the message's data.



Message Details - Message No. 4500010634

Head Data | Position Data | General Data

General		Buyer Info		Supplier Info		Ultimate Consignee	
Order type	Express order	Partner Org ID	A1735899	Partner Org ID	S0000099	Partner Org ID	0008100033
Message type	ORDERS	Name 1	Cellway Company	Name 1	Cellway Company	Name 1	XYZ MACHINE TOOLS LTD
Order number	4500010634	Contact name	Marianne MuellerCOM	Name 2	DPT 344	Street	WOODSBORROW BUSINESS AVENUE 3
Order date	20.07.2006	Department	A&D	Street	Guenther-Sachs-Ring 3	ZIP/City	EX16 7LL, TIVERTON
Currency information	EUR	Email	CHRIS.BOSTOCK@SIEMENS.COM	ZIP/City	13320, Bremen	Country	United Kingdom
Delivery date/time, requested	not defined here	ZIP/City	M10 0AA, Mansfield	Country	Germany		
Confirmation required	Acknowledgement requested	Country	United Kingdom				
Partial delivery	Partial shipping is allowed						

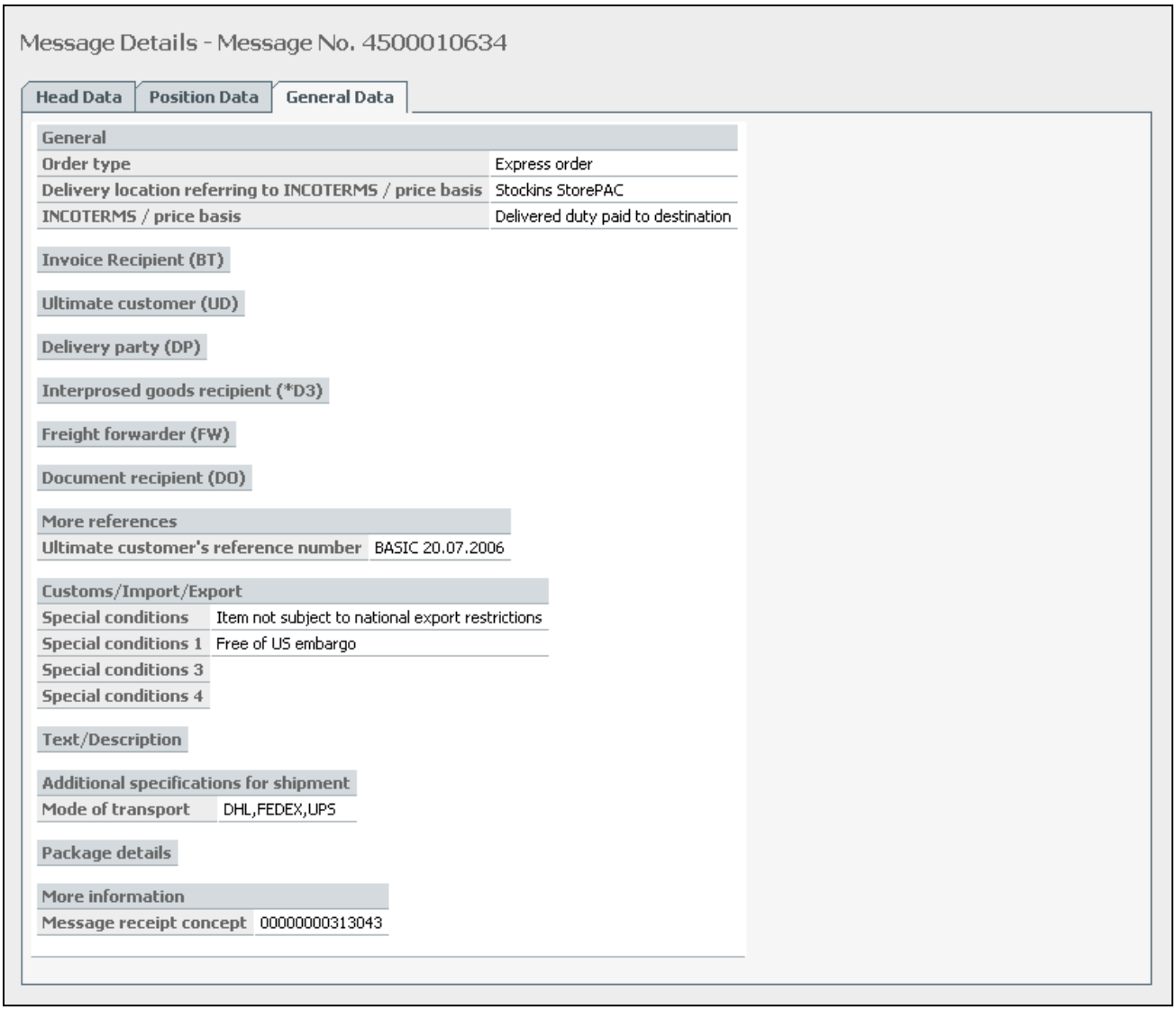
The "Item Data" tab provides an overview of the individual line items. In this overview you can display further item details by clicking on the "Item details" action link of the item.

Message Details - Message No. 4500010634

Head Data | Position Data | General Data

Line item No	Article No (Buyer)	Article No (Supplier)	Quantity	Unit	Price	Price Unit	Requested delivery date	Status	Action
1000	6ES7277-6565-OPEN	6ES7277-0AA22-0XA0	1.000	Piece	2000	1	20.07.2006	-	
2000	6ES7515-2AG10-0AB0	6ES7315-2AG99-0PEN	1.000	Piece	790.5	1	20.07.2006	-	

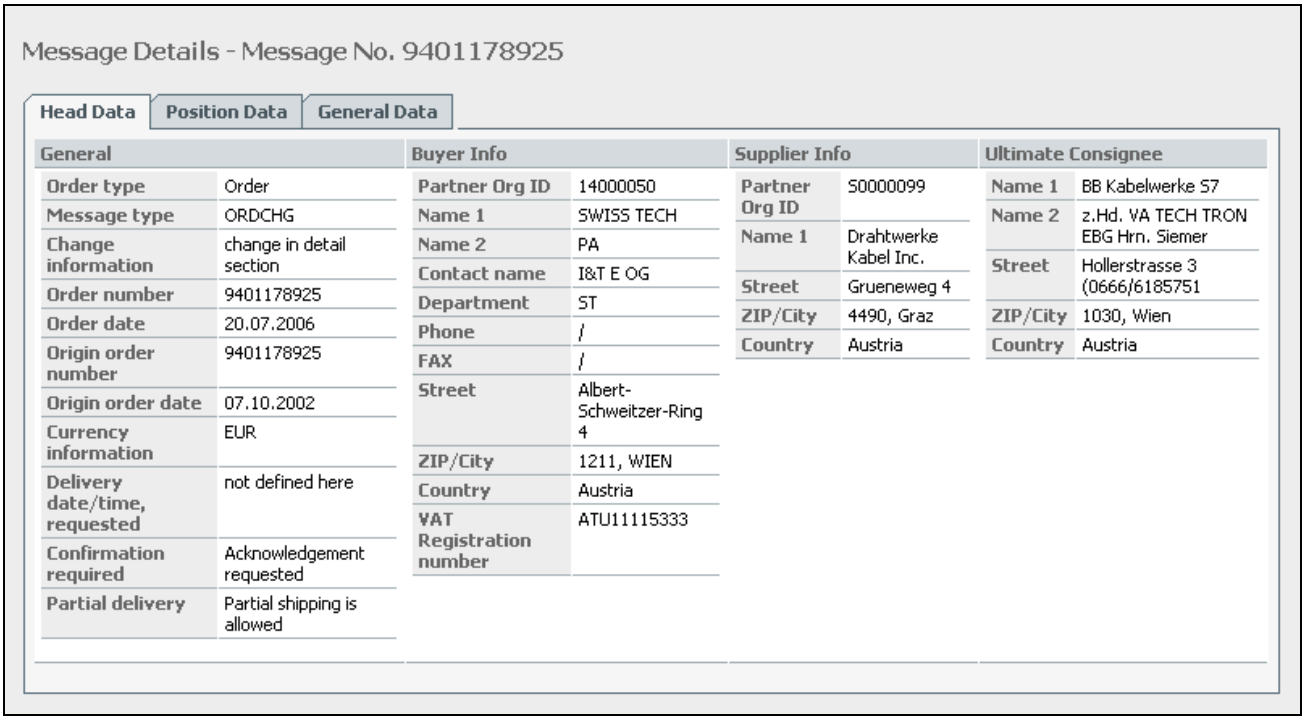
The "General Data" tab contains supplementary message data.


Message Details - Message No. 4500010634
Head Data
Position Data
General Data
General
Order type
Express order
Delivery location referring to INCOTERMS / price basis
Stockins StorePAC
INCOTERMS / price basis
Delivered duty paid to destination
Invoice Recipient (BT)
Ultimate customer (UD)
Delivery party (DP)
Interprosed goods recipient (*D3)
Freight forwarder (FW)
Document recipient (DO)
More references
Ultimate customer's reference number
BASIC 20.07.2006
Customs/Import/Export
Special conditions
Item not subject to national export restrictions
Special conditions 1
Free of US embargo
Special conditions 3
Special conditions 4
Text/Description
Additional specifications for shipment
Mode of transport
DHL,FEDEX,UPS
Package details
More information
Message receipt concept
00000000313043

3.3.2.2 Order Change

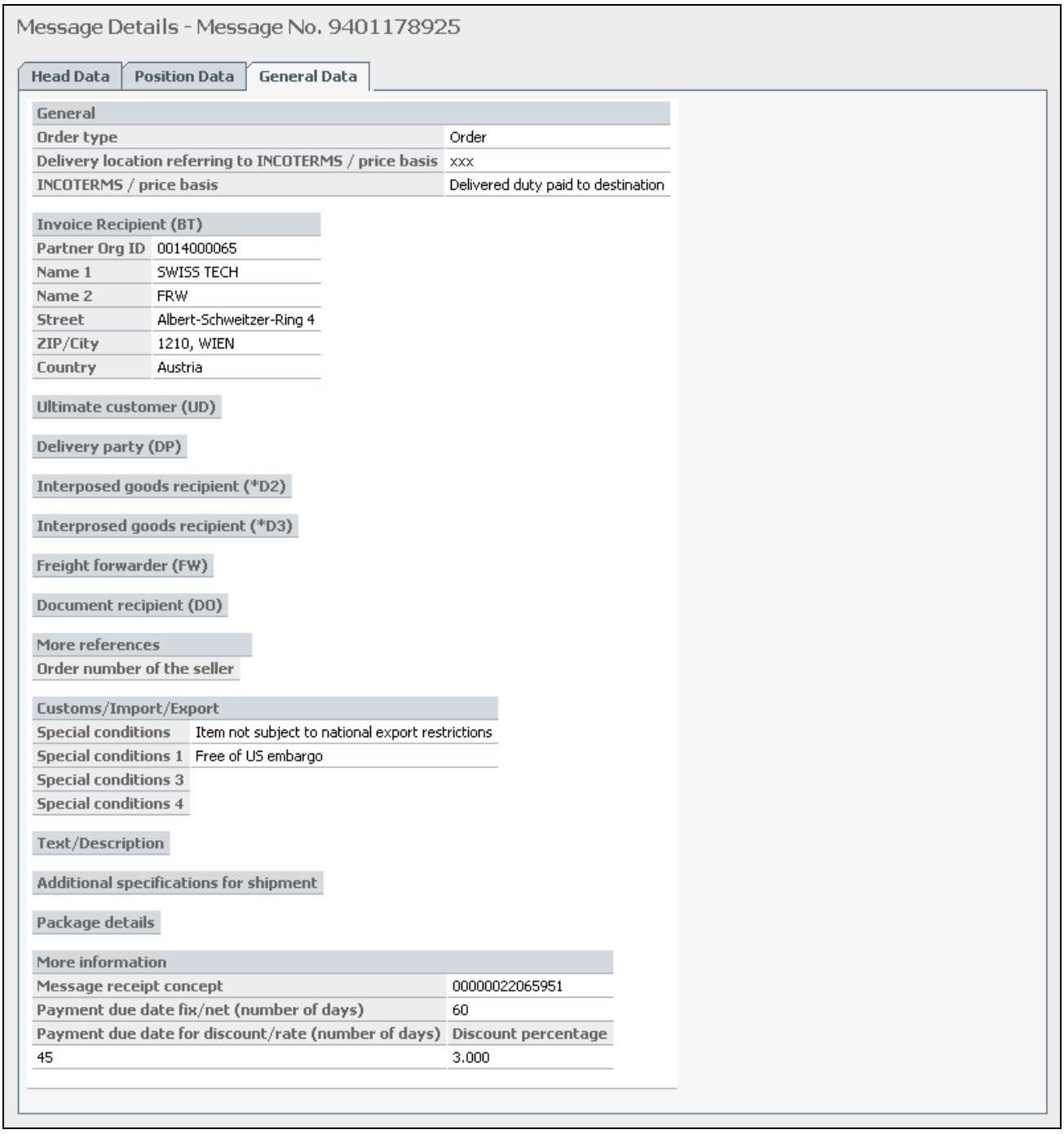
The detail view of an order change consists of the tabs "Head Data", "Item Data" and "General Data".

The "Head Data" contains the most important part of the message's data.



The "Item Data" tab provides an overview of the individual line items. In this overview you can display further item details by clicking on the "Item details" action link of the item.

The "General Data" tab contains supplementary message data.



Message Details - Message No. 9401178925

Head Data | Position Data | General Data

General	
Order type	Order
Delivery location referring to INCOTERMS / price basis	xxx
INCOTERMS / price basis	Delivered duty paid to destination

Invoice Recipient (BT)	
Partner Org ID	0014000065
Name 1	SWISS TECH
Name 2	FRW
Street	Albert-Schweitzer-Ring 4
ZIP/City	1210, WIEN
Country	Austria

Ultimate customer (UD)

Delivery party (DP)

Interposed goods recipient (*D2)

Interprosed goods recipient (*D3)

Freight forwarder (FW)

Document recipient (DO)

More references

Order number of the seller

Customs/Import/Export	
Special conditions	Item not subject to national export restrictions
Special conditions 1	Free of US embargo
Special conditions 3	
Special conditions 4	

Text/Description

Additional specifications for shipment

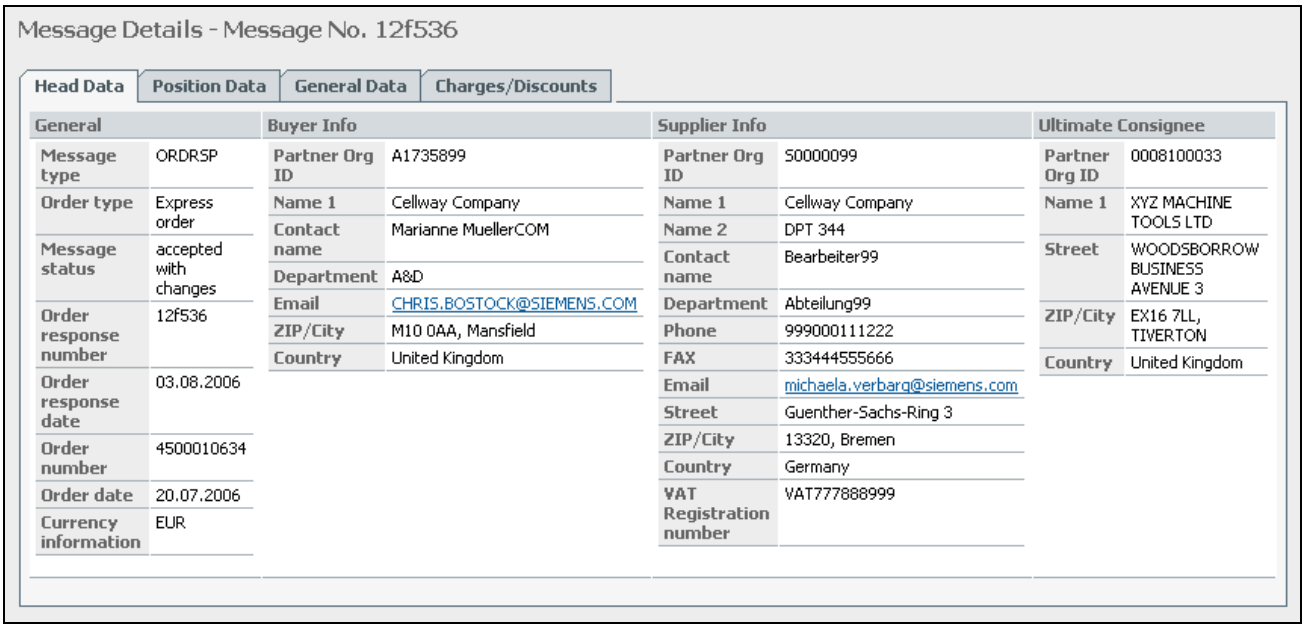
Package details

More information	
Message receipt concept	00000022065951
Payment due date fix/net (number of days)	60
Payment due date for discount/rate (number of days)	Discount percentage
45	3.000

3.3.2.3 Order Response

The detail view of an order response consists of the tabs "Head Data", "Item Data", "General Data" and “Charges/Discounts”.

The "Head Data" contains the most important part of the message’s data.

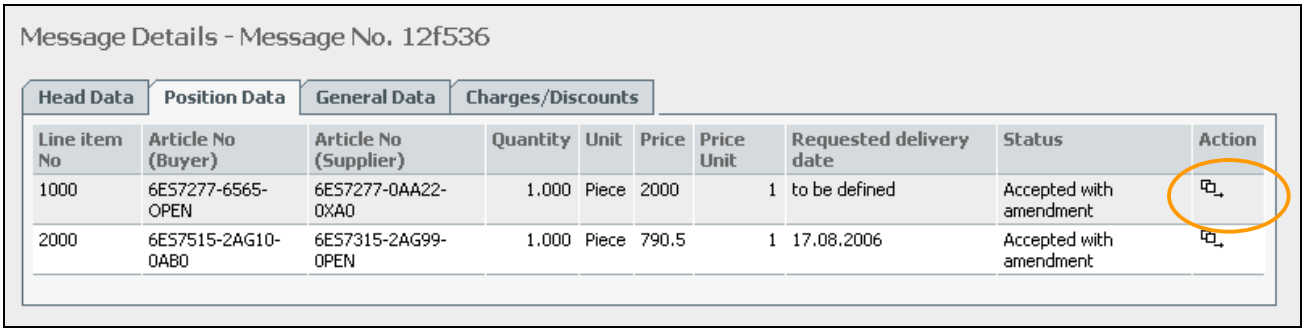


Message Details - Message No. 12f536

Head Data | Position Data | General Data | Charges/Discounts

General		Buyer Info		Supplier Info		Ultimate Consignee	
Message type	ORDRSP	Partner Org ID	A1735899	Partner Org ID	S0000099	Partner Org ID	0008100033
Order type	Express order	Name 1	Cellway Company	Name 1	Cellway Company	Name 1	XYZ MACHINE TOOLS LTD
Message status	accepted with changes	Contact name	Marianne MuellerCOM	Name 2	DPT 344	Street	WOODSBORROW BUSINESS AVENUE 3
Order response number	12f536	Department	A&D	Contact name	Bearbeiter99	ZIP/City	EX16 7LL, TIVERTON
Order response date	03.08.2006	Email	CHRIS.BOSTOCK@SIEMENS.COM	Department	Abteilung99	Country	United Kingdom
Order number	4500010634	ZIP/City	M10 0AA, Mansfield	Phone	999000111222		
Order date	20.07.2006	Country	United Kingdom	FAX	333444555666		
Currency information	EUR			Email	michaela.verbarg@siemens.com		
				Street	Guenther-Sachs-Ring 3		
				ZIP/City	13320, Bremen		
				Country	Germany		
				VAT Registration number	VAT777888999		

The "Item Data" tab provides an overview of the individual line items. In this overview you can display further item details by clicking on the "Item details" action link of the item.

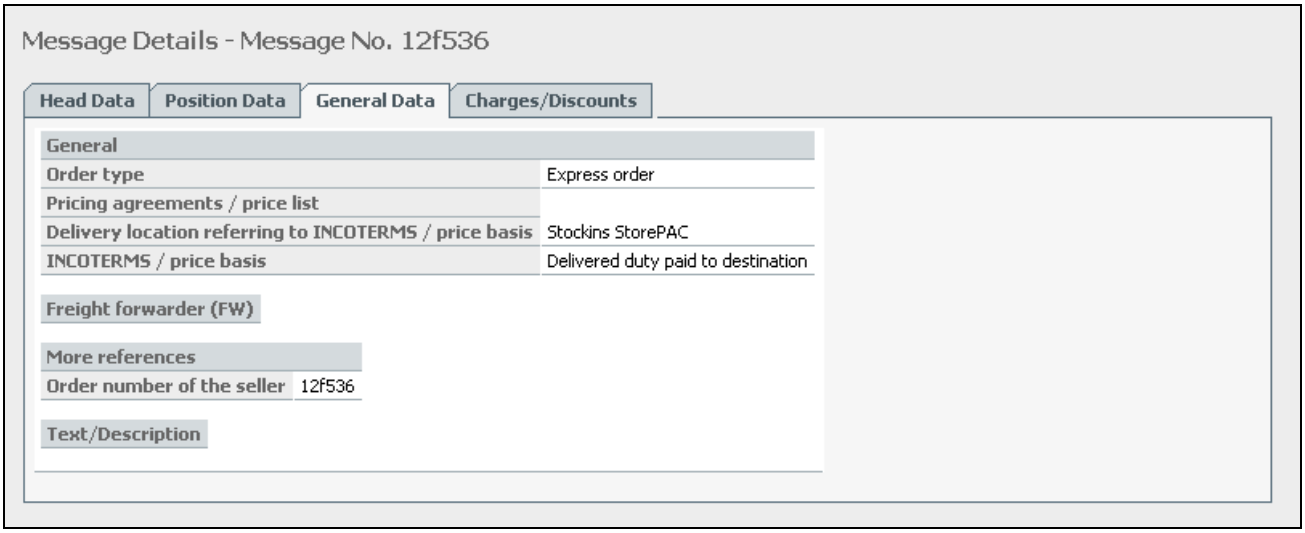


Message Details - Message No. 12f536

Head Data | Position Data | General Data | Charges/Discounts

Line item No	Article No (Buyer)	Article No (Supplier)	Quantity	Unit	Price	Price Unit	Requested delivery date	Status	Action
1000	6ES7277-6565-OPEN	6ES7277-0AA22-0XA0	1.000	Piece	2000	1	to be defined	Accepted with amendment	
2000	6ES7515-2AG10-0AB0	6ES7315-2AG99-0PEN	1.000	Piece	790.5	1	17.08.2006	Accepted with amendment	

The "General Data" tab contains supplementary message data.



Message Details - Message No. 12f536

Head Data | Position Data | General Data | Charges/Discounts

General	
Order type	Express order
Pricing agreements / price list	
Delivery location referring to INCOTERMS / price basis	Stockins StorePAC
INCOTERMS / price basis	Delivered duty paid to destination

Freight forwarder (FW)

More references	
Order number of the seller	12f536

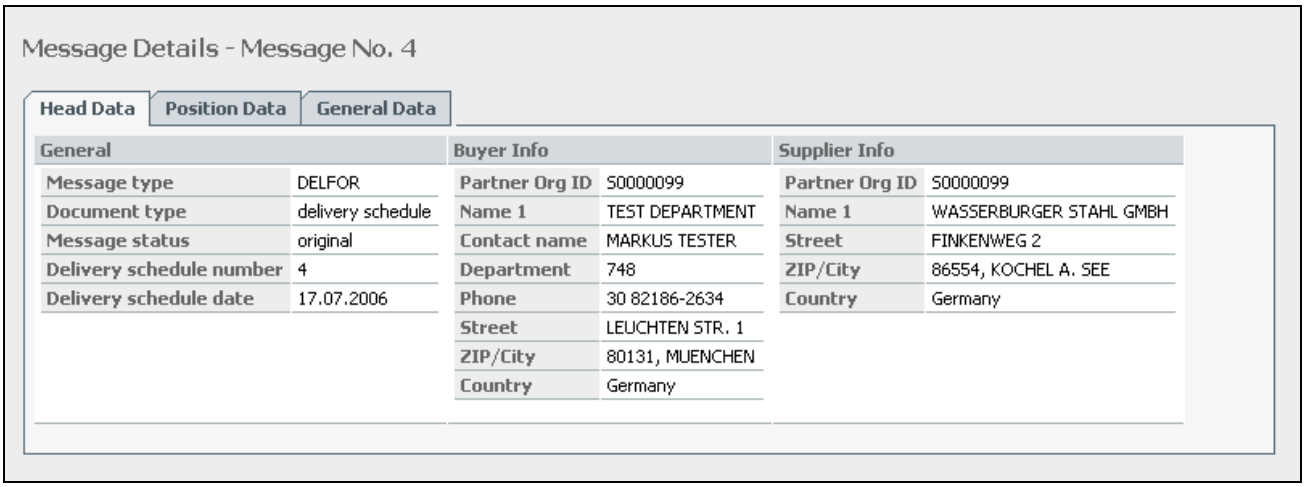
Text/Description

The "Charges/Discounts" tab contains information about additional charges and discounts.

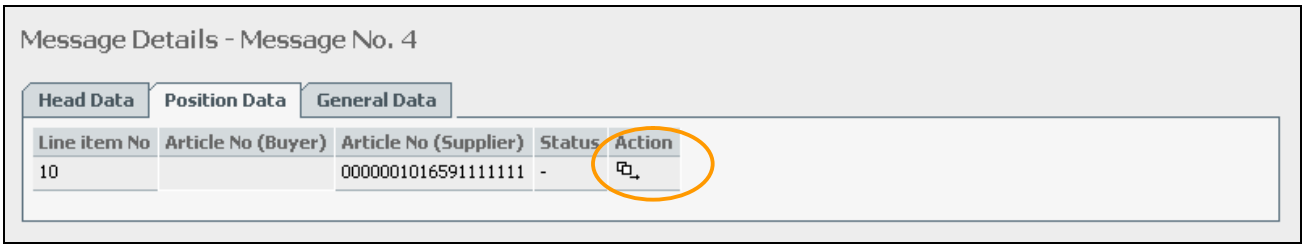
3.3.2.4 Delivery Forecast

The detail view of a delivery forecast consists of the tabs "Head Data", "Item Data" and "General Data".

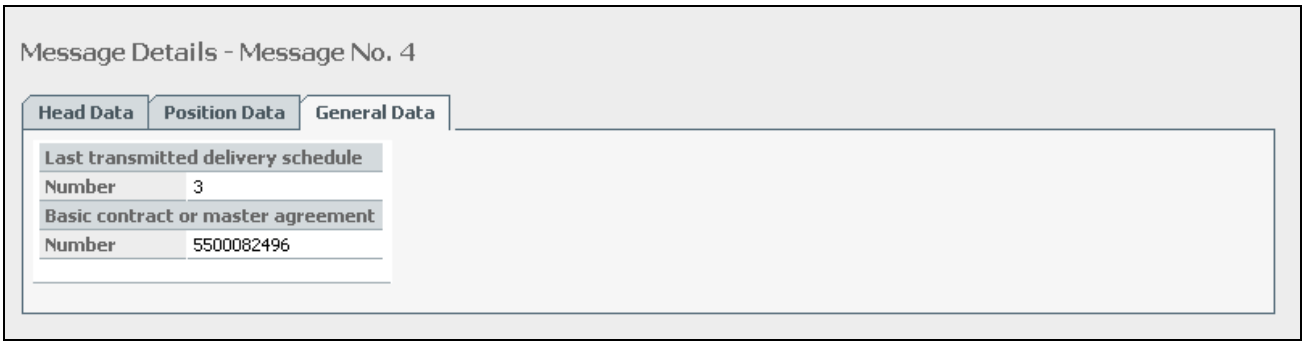
The "Head Data" contains the most important part of the message's data.



The "Item Data" tab provides an overview of the individual line items. In this overview you can display further item details by clicking on the "Item details" action link of the item.



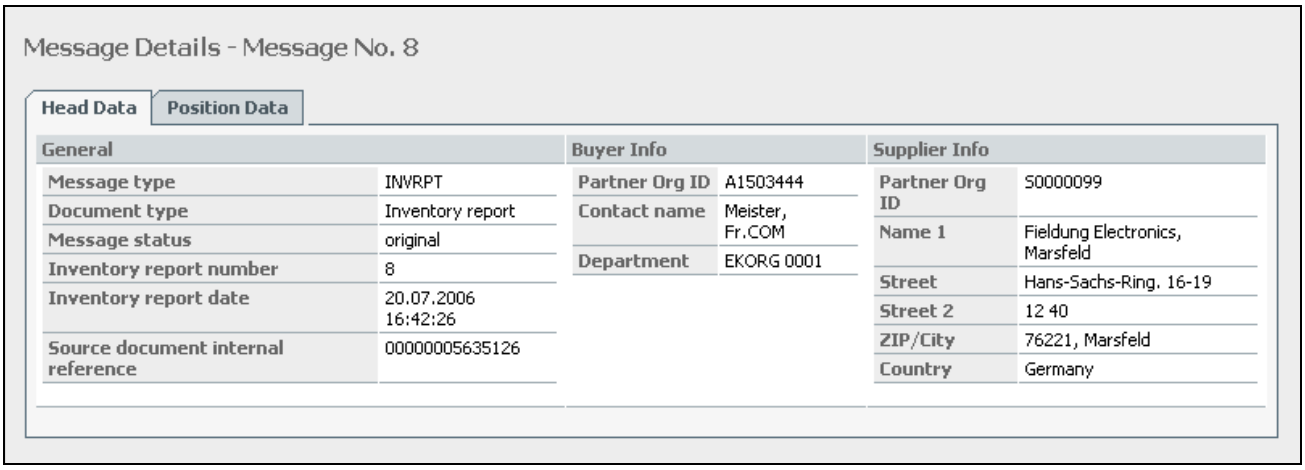
The "General Data" tab contains supplementary message data.



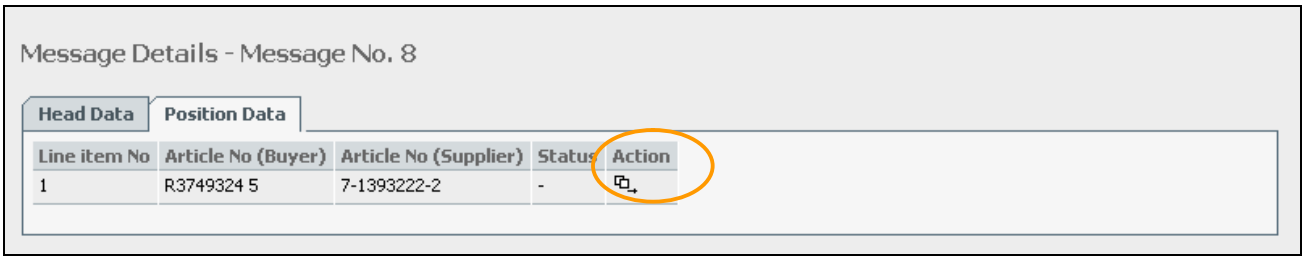
3.3.2.5 Inventory Report

The detail view of an inventory report consists of the tabs "Head Data" and "Item Data".

The "Head Data" contains the most important part of the message's data.



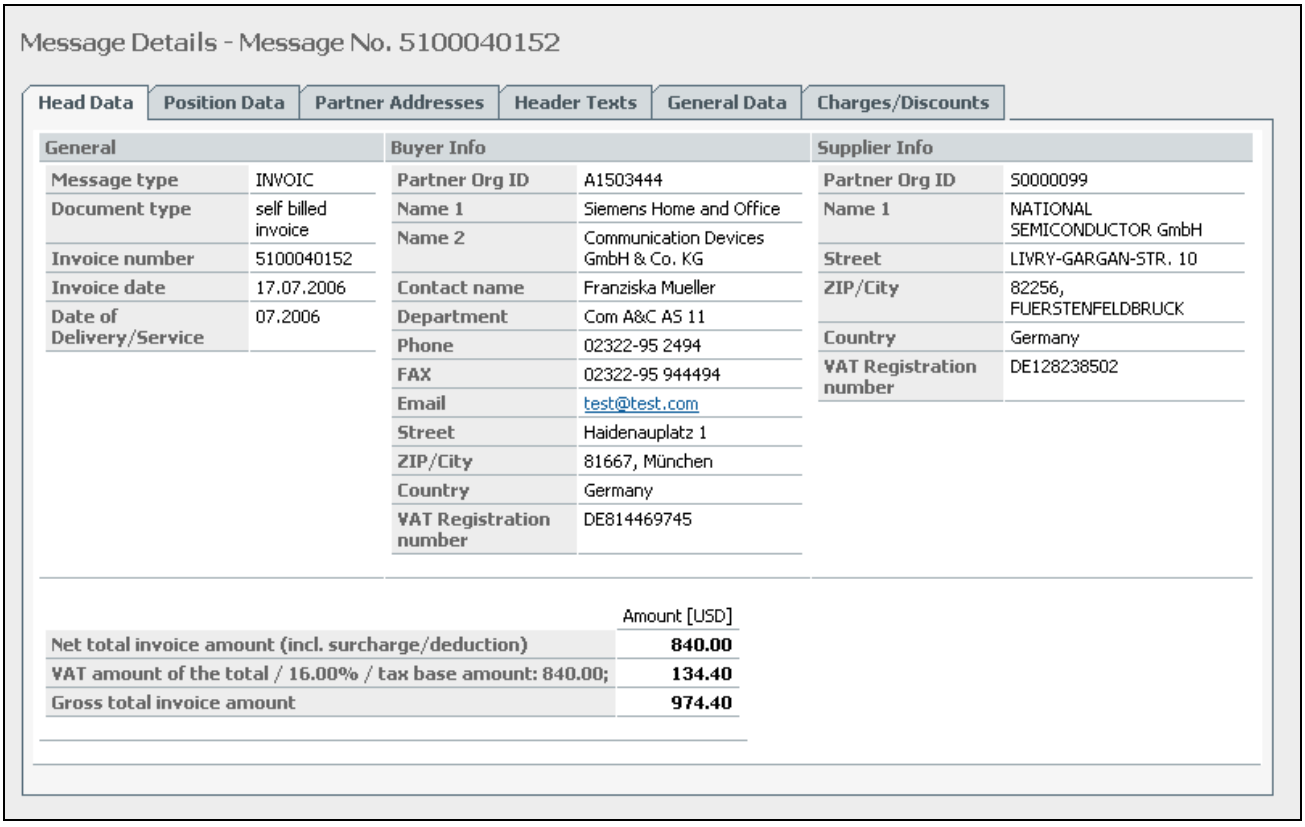
The "Item Data" tab provides an overview of the individual line items. In this overview you can display further item details by clicking on the "Item details" action link of the item.



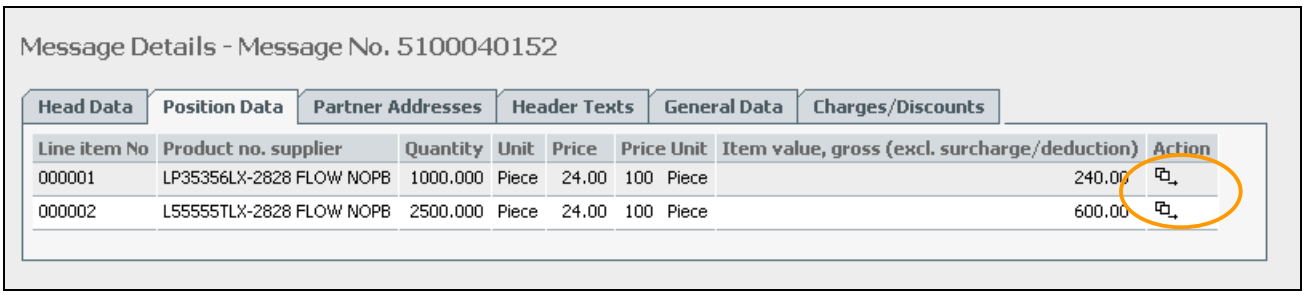
3.3.2.6 Self Billing Invoice / Invoice

The detail view of a self billing invoice / invoice consists of the tabs "Head Data", "Item Data", "Partner Addresses", “Header Texts”, “General Data” and “Charges/Discounts”. In case of an internal supplier you will also find the tab “package items”.

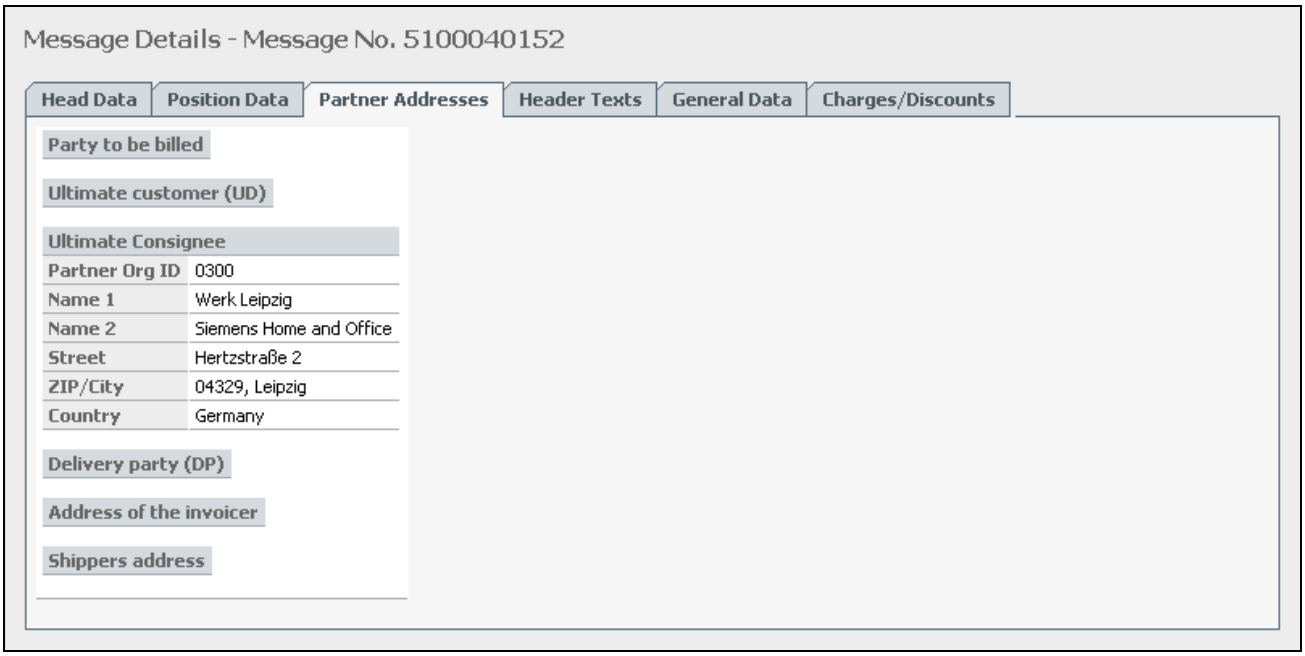
The "Head Data" contains the most important part of the message’s data.



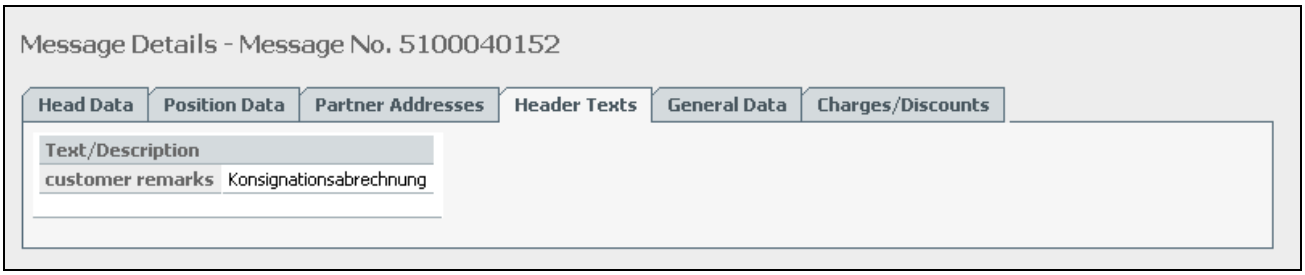
The "Item Data" tab provides an overview of the individual line items. In this overview you can display further item details by clicking on the "Item details" action link of the item.



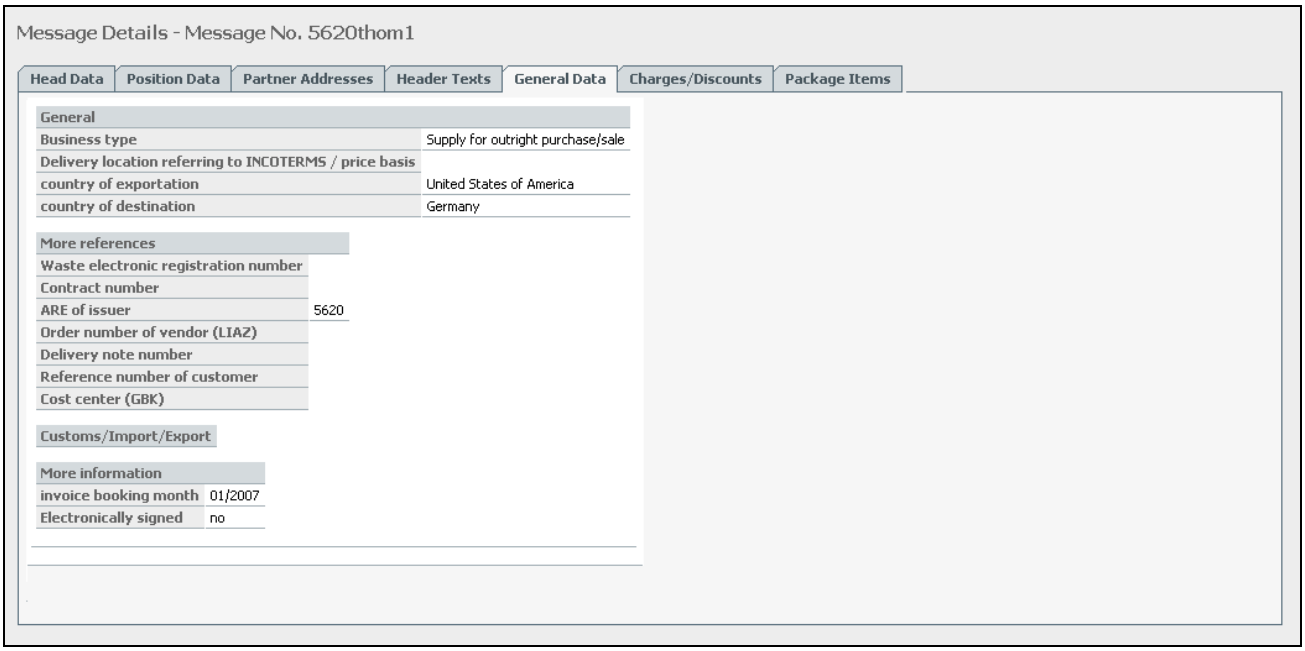
The “Partner Addresses” tab provides a summary of the involved partners and their addresses.



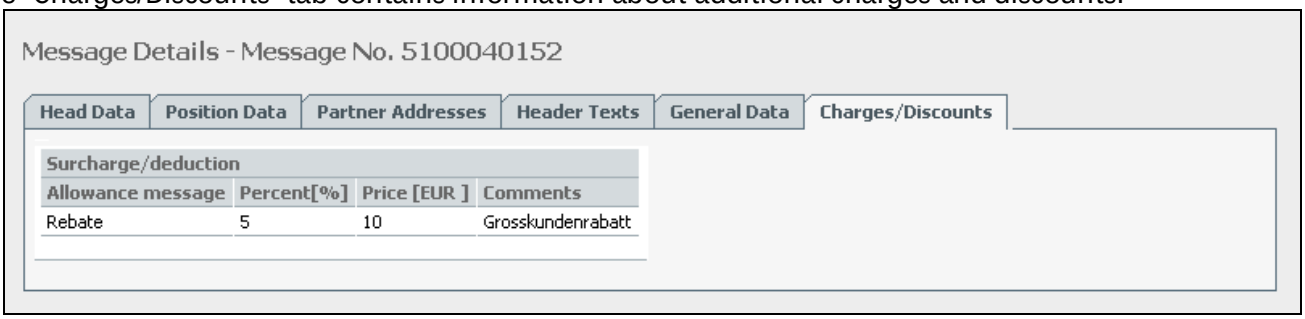
The “Header Texts” tab provides customer-specific header texts of the invoice.



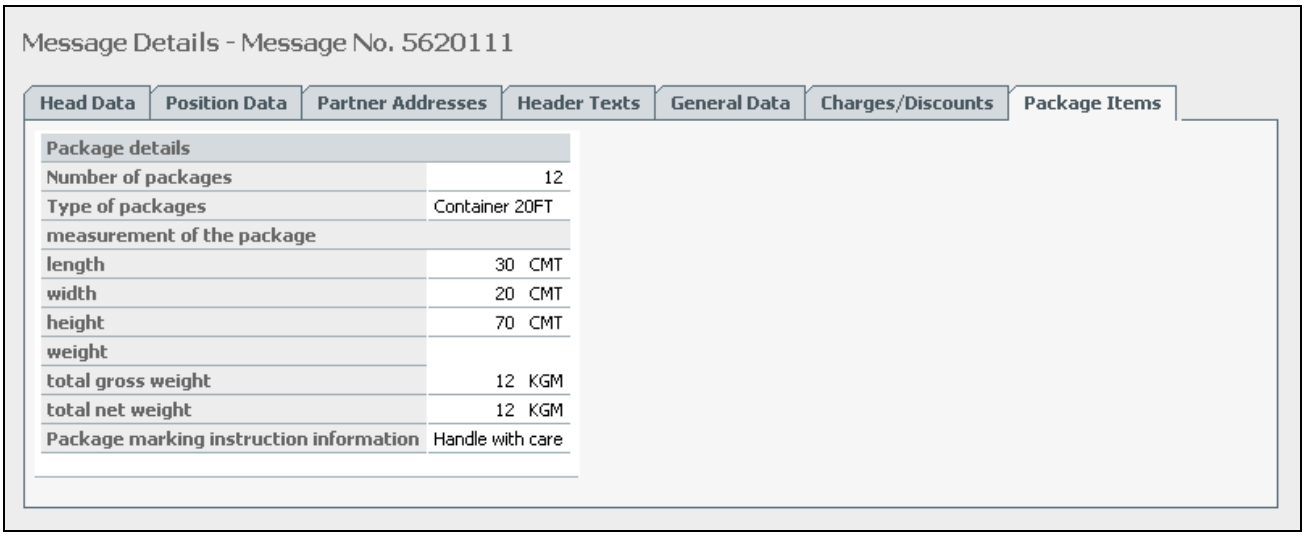
The "General Data" tab contains supplementary message data.



The "Charges/Discounts" tab contains information about additional charges and discounts.



The tab “package items” contains information about packaging for example size, weight, packaging character, etc. This tab is only visible for internal suppliers.



3.3.3 XML Download

Message Number	Order Reference	Message Type	Orderer	Date/Time	State	Action
8	8	inventory report	A1503444	Jul 27, 2006 9:05:05 AM	viewed	
8	8	inventory report	A1503444	Jul 27, 2006 8:35:05 AM	received	

Click on the "XML Download" function link in the message overview to download a message in XML format. Afterwards the message can be stored on a local hard disk.

3.3.4 PDF Display

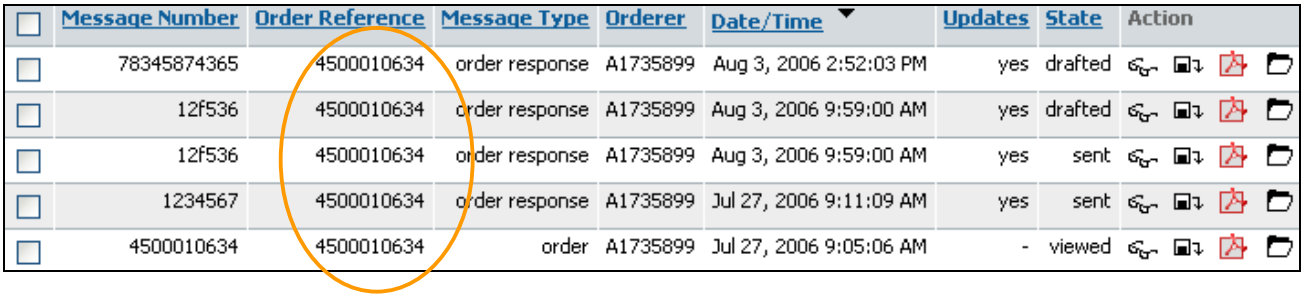
Message Number	Order Reference	Message Type	Orderer	Date/Time	State	Action
8	8	inventory report	A1503444	Jul 27, 2006 9:05:05 AM	viewed	
8	8	inventory report	A1503444	Jul 27, 2006 8:35:05 AM	received	

In the message overview you can also see, print and save messages in PDF format. A new window opens when you click on the PDF icon.

3.3.5 Show Business Case Overview

Message Number	Order Reference	Message Type	Orderer	Date/Time	State	Action
8	8	inventory report	A1503444	Jul 27, 2006 9:05:05 AM	viewed	
8	8	inventory report	A1503444	Jul 27, 2006 8:35:05 AM	received	

It is often useful to have an at-a-glance overview of all messages involved in a business case. The "Show Business Case" function link is provided in the message overview for this purpose. Clicking on this link displays all messages (of all message types) with the same order reference number, so that you see all messages at a glance and can navigate through them faster.



Message Number	Order Reference	Message Type	Orderer	Date/Time	Updates	State	Action
78345874365	4500010634	order response	A1735899	Aug 3, 2006 2:52:03 PM	yes	drafted	
12f536	4500010634	order response	A1735899	Aug 3, 2006 9:59:00 AM	yes	drafted	
12f536	4500010634	order response	A1735899	Aug 3, 2006 9:59:00 AM	yes	sent	
1234567	4500010634	order response	A1735899	Jul 27, 2006 9:11:09 AM	yes	sent	
4500010634	4500010634	order	A1735899	Jul 27, 2006 9:05:06 AM	-	viewed	

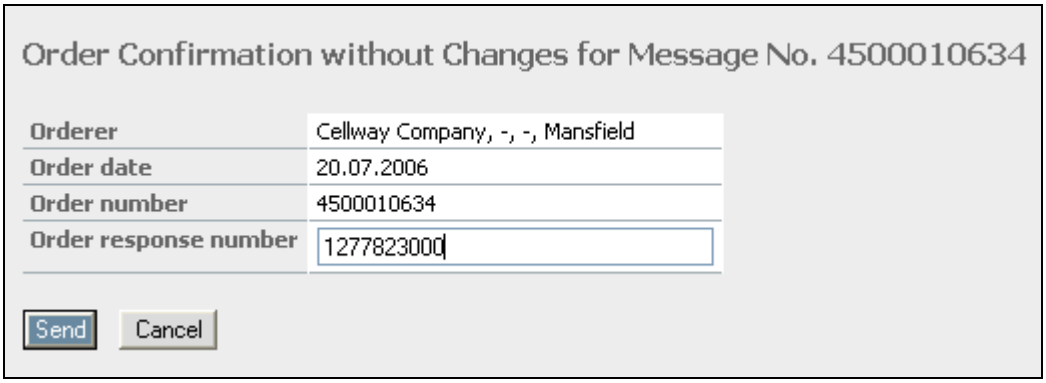
3.4. Approve Orders (Order Response)

Before you can confirm an order, you first must go to the detail view of the order (see 3.3.2 Display Details). There you have the option of sending an order confirmation with or without changes. Please keep in mind, that orders can be approved with authorization only (the authorization status can be looked up in the user data – partner information).

3.4.1 Approve Orders (Order Response) without Changes

Clicking on the "Approve without changes" button generates an order confirmation without changes.

A mask appears in which a confirmation number must be entered. This number is arbitrary and can consist of letters as well as digits. It is intended for administration purposes so that you can find order confirmations more easily.

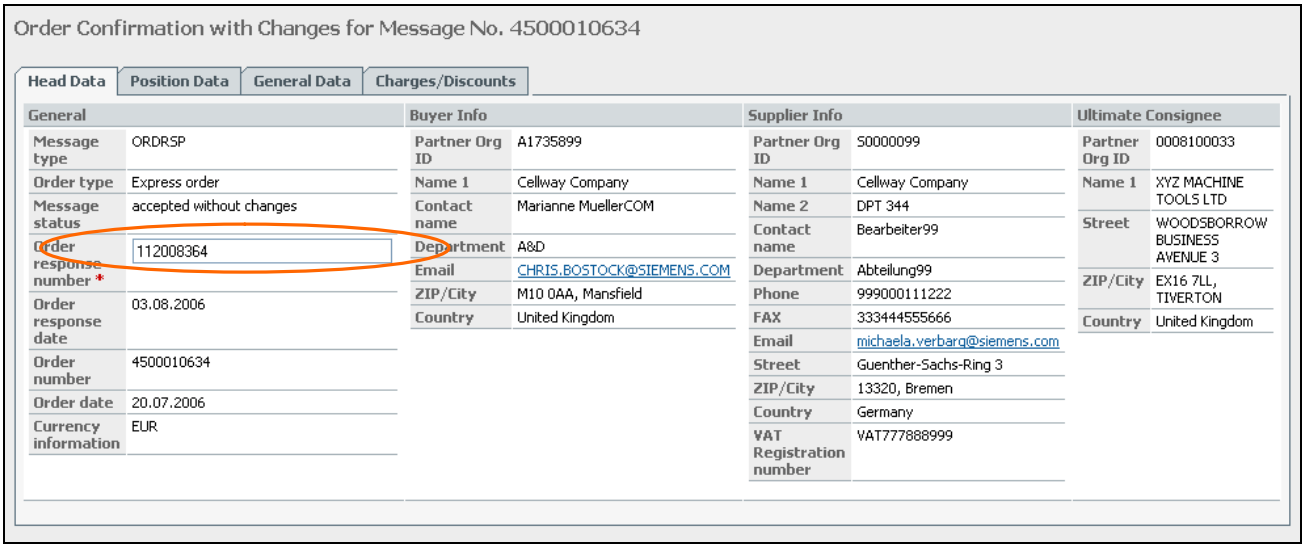


Clicking on "Cancel" aborts order confirmation, clicking on "Send" sends the order confirmation. Order confirmations that you have just sent are placed in the "Order response" folder and labeled as "sent". Once the transaction is completed as far as you are concerned, click on the "Move into Short Time Archive" button in the detail view to move the order confirmation to the short-term archive for future deletion. The status is then set to "completed". If you want to undo this action, call up the detail view and click on "Move from Short Time Archive" to move the message back into the "Order confirmations" folder.

3.4.2 Approve Orders (Order Response) with Changes

Sometimes it is necessary to send an order confirmation with changes; for example, if you are forced to make partial deliveries instead of a single delivery, or if you want or need to make delivery on another date. You do this using the "Approve with changes" button in the detail view.

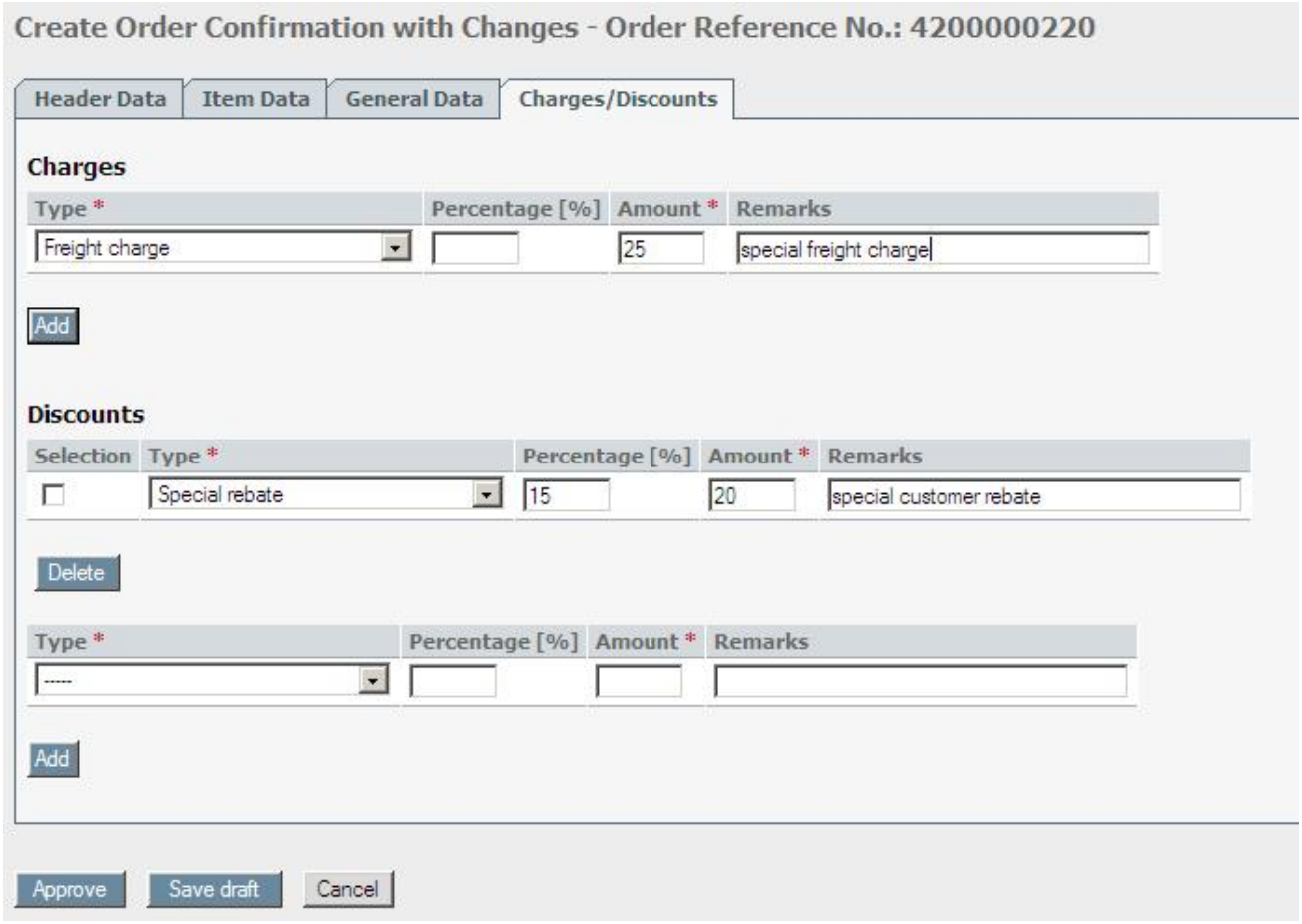
You are again prompted to enter an order confirmation number.



You should make any changes necessary before you confirm the order. You must navigate on the individual tabs (Item data, General data, Charges/Discounts) to make your changes.

Charges/Discounts:

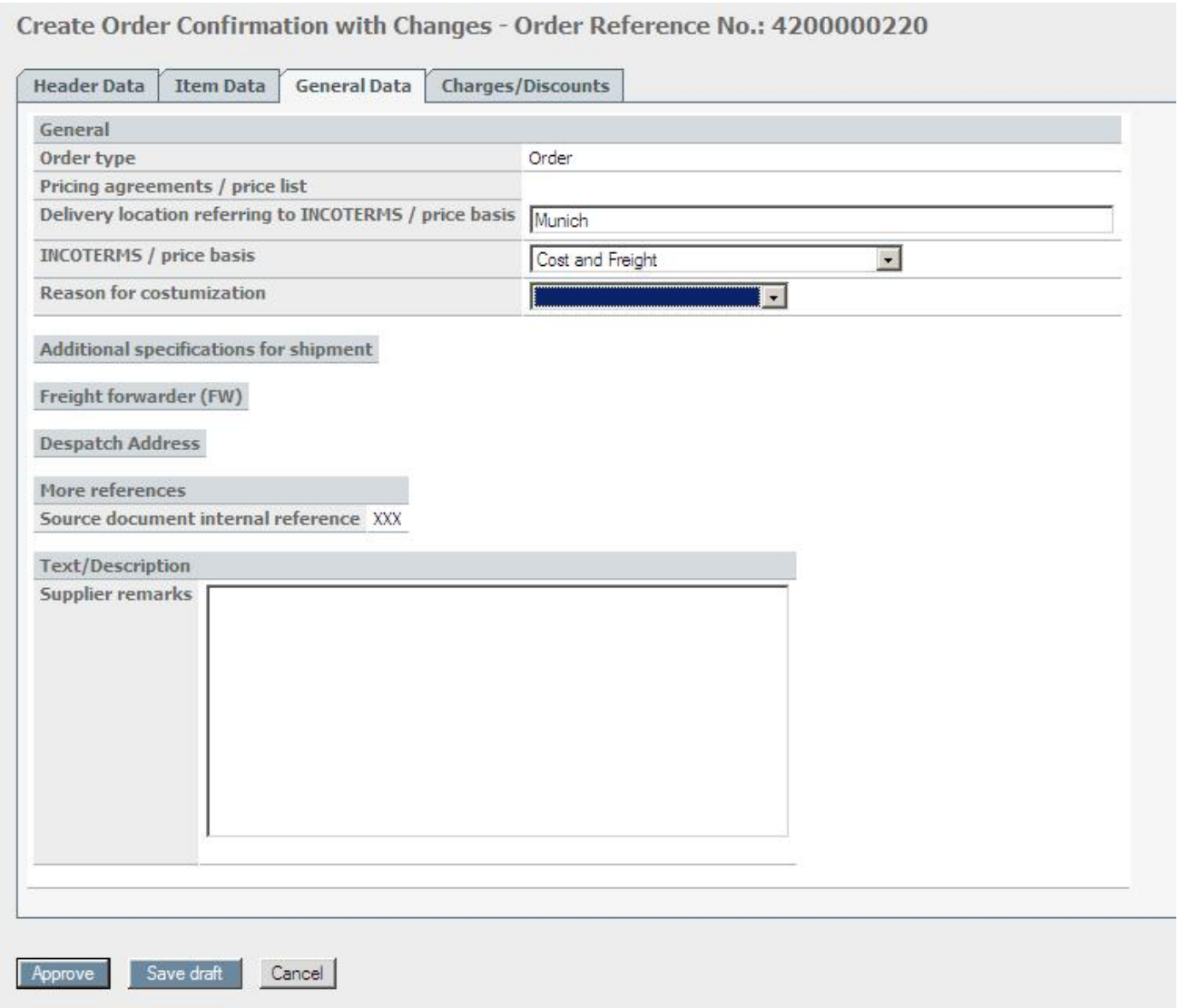
You can specify surcharges or discounts (for example, material surcharges or rebates) on header level when you confirm an order. Select an appropriate name ("Rebate", for instance) from the list and enter a percentage and a price in EUR, as well as a meaningful description.



Apply the rebate by clicking on the "Add" button (you can delete it again – after selecting it – by clicking on the "Delete" button). You can add several charges and discounts, which then apply to the entire order. (If you want to apply charges and discounts to specific line item, you must enter these separately on the "Item Data" tab.)

General Data:

You can add general information to the order confirmation; for example, a price basis or the reference location for the price basis. You can also add your own comments.

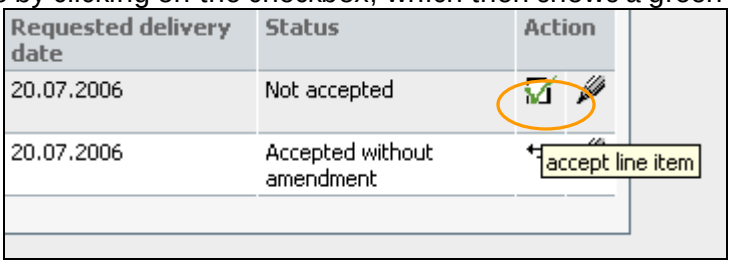


Item Data:

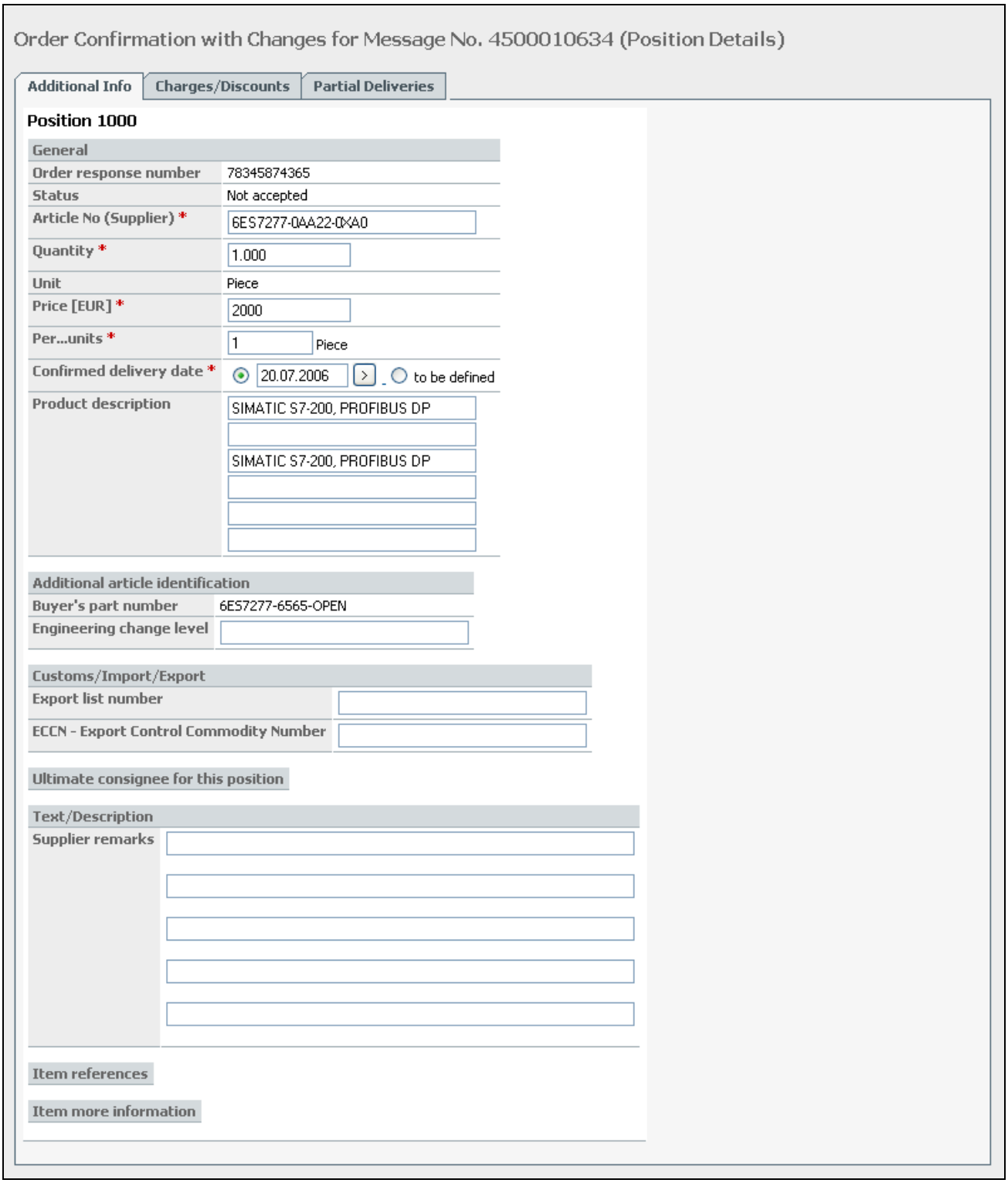
If you want to make changes on line item level, do this on the "Item Data" tab. There you have the option of rejecting an item or making changes which refer to a single item only.

Create Order Confirmation with Changes - Order Reference No.: 4200000220
Reject line item
Header Data
Item Data
General Data
Charges/Discounts
Line item No
Document duty
Part No. (Buyer)
Part No. (Supplier)
Article Description
Quantity
Unit
Price
Price Unit
Requested delivery date
Status
Action
000001 - L2UNV52006 OXFORD BY ESSELTE - READY CLIP 1 Piece 0.73 1 Piece 10/06/2007 Accepted without amendment
000002 - M1EL1801V SHARP - 12-DIGIT, 2-COLOR, CAL 1 Piece 23.99 1 Piece 10/06/2007 Accepted without amendment
000003 - L311223 AVERY - EXTRA-WIDE BIG TAB INS 1 Set 1.30 1 Set 10/06/2007 Accepted without amendment
000004 - L311222 AVERY - EXTRA-WIDE BIG TAB INS 1 Set 1.30 1 Set 10/06/2007 Accepted without amendment
Delete
Approve
Save draft
Cancel

If you want to reject a line item, click on the arrow icon. The item is then labeled as "Not accepted". You can undo this at any time by clicking on the checkbox, which then shows a green checkmark.

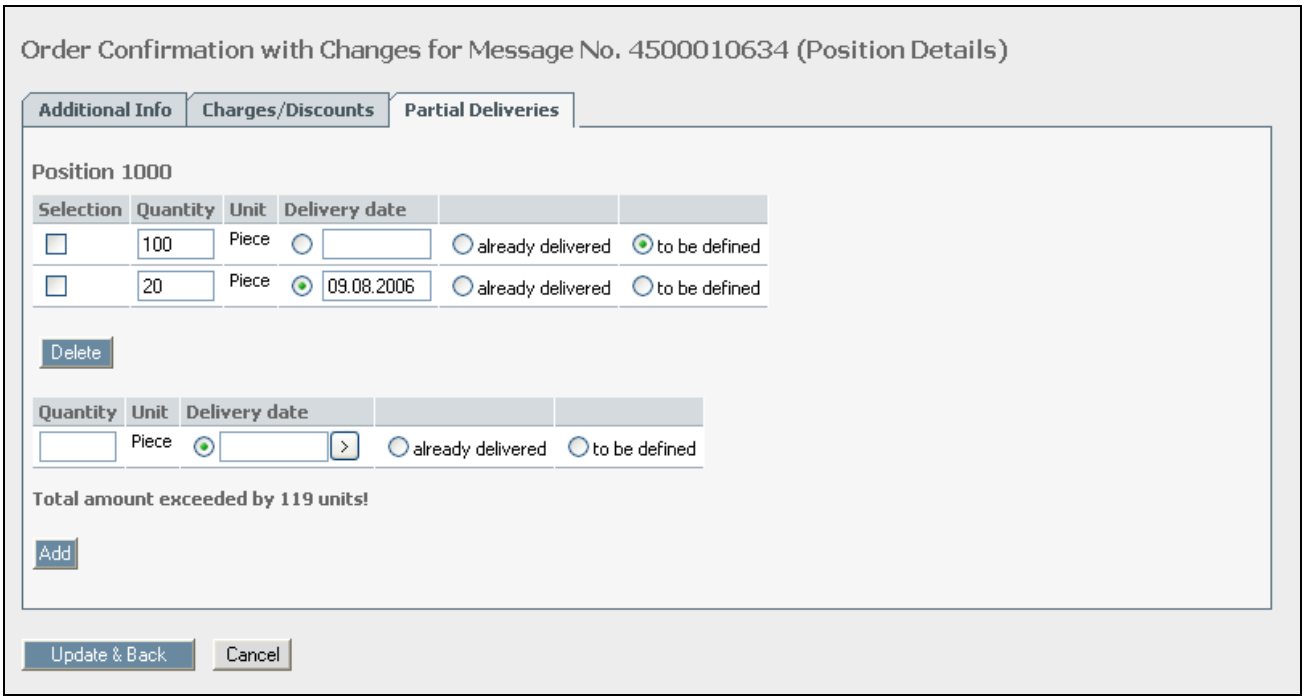


If you want to edit a line item, you must click on the pen icon. You can edit additional information, charges and discounts, and partial deliveries to the items.
On the "Additional Info" tab you can amend basic line item characteristics such as price of quantity. You can also specify a new delivery date, or select "to be defined" if you do not know the exact delivery date.



Note that any changes and settings that you make here apply only for the current line item and not for all items (and therefore not for the entire order).
If you want to make partial deliveries, you must add details on the "Partial Deliveries" tab. You can specify the quantity for each partial delivery and also provide date information (the exact delivery date, "already

delivered" or "to be defined"). You can create a partial delivery by clicking on "Add". When you edit partial deliveries, make sure that the sum of all partial delivery quantities is the same as the total quantity for the line item.

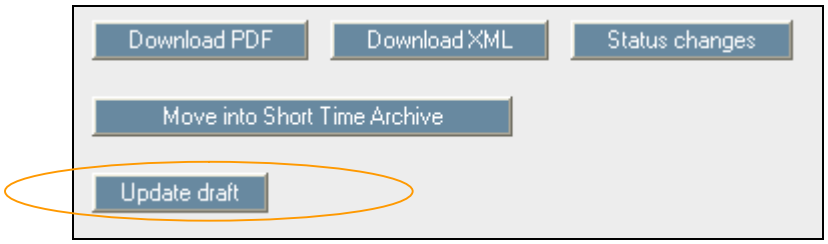


You can define discounts or surcharges for a specific item on the "Charges/Discounts" tab. You do this in the same way as on header level, as described above.

When you have finished editing and have checked that all your entries are correct, click on the "Update & Back" button below the tab. If you want to undo all your entries on line item level, click on "Cancel". Regardless of which button you click, you are taken back to the "Item Data" tab.

Order editing is now complete and you can confirm or cancel the transaction. To confirm, click on "Save draft"; this saves the order confirmation in "Drafts". If you want to send the confirmation immediately, click on "Send message".
If you save a message so that you can send it later, you must later search for it in the "Drafts" folder. Once you have found it, you must switch to the message detail view.

Clicking on the "Update draft" button gives you a further opportunity to revise a saved order confirmation.



After editing you must click “Approve”. Then You have the opportunity to send the message immediately or to send a copy, which means that the message is still stored in the “Drafts” folder.

3.5. Creating invoices

The process of creating invoices differs between internal and external suppliers. The following shows both ways.

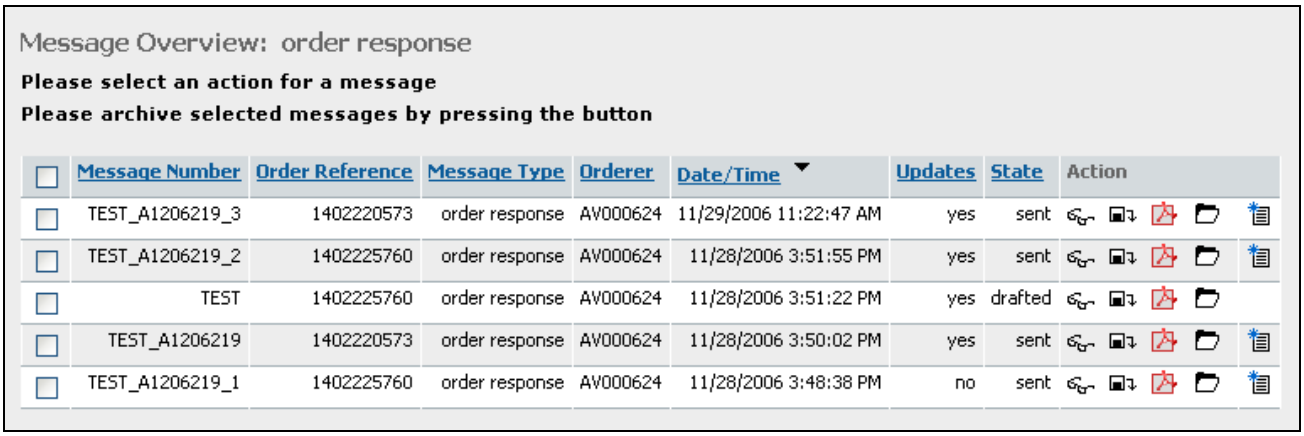
3.5.1 Invoices from internal suppliers

If you are authorized for creating invoices, you can create them as internal supplier by two different ways:

- Creating invoices based on an order response
- Creating invoices without order reference

a) Creating invoices based on an order response

For creating invoices based on an order reference you have to go to the order response message overview. Please keep in mind, that only sent order responses can serve as a base for an invoice.

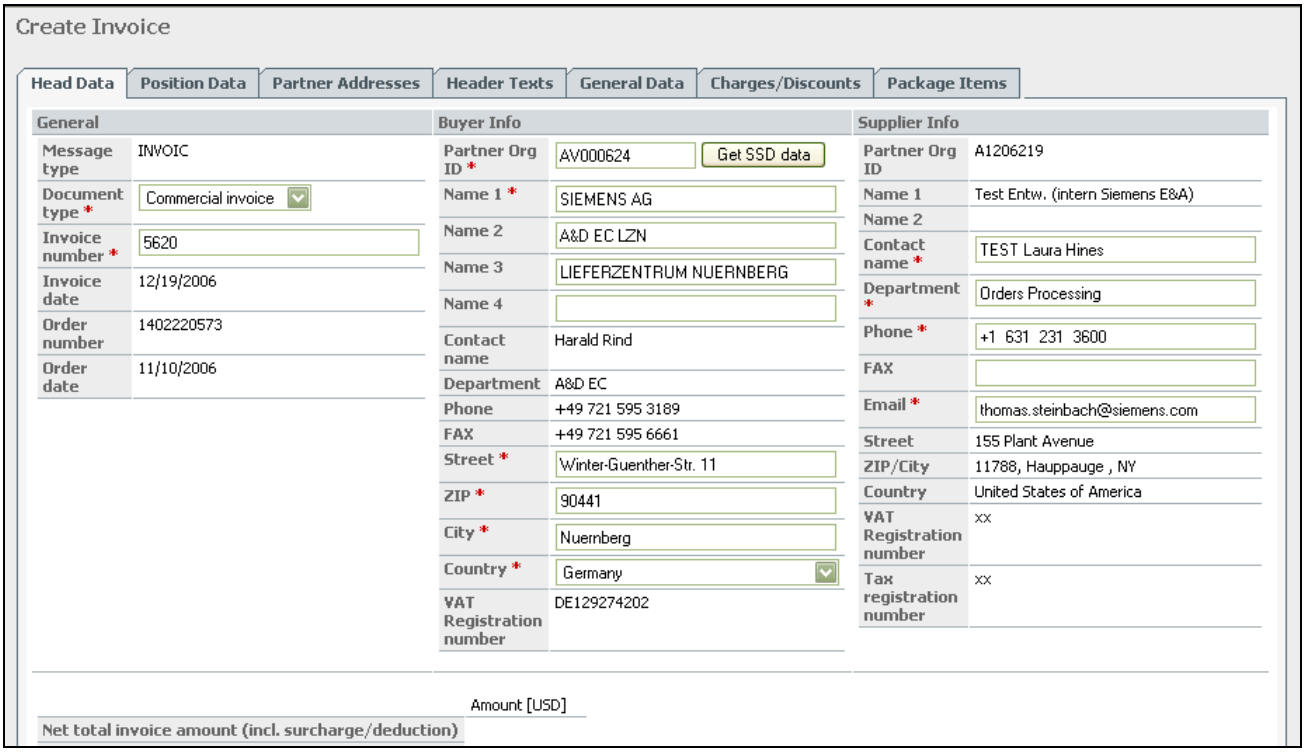

Message Overview: order response
Please select an action for a message
Please archive selected messages by pressing the button

Message Number	Order Reference	Message Type	Orderer	Date/Time	Updates	State	Action
TEST_A1206219_3	1402220573	order response	AV000624	11/29/2006 11:22:47 AM	yes	sent	
TEST_A1206219_2	1402225760	order response	AV000624	11/28/2006 3:51:55 PM	yes	sent	
TEST	1402225760	order response	AV000624	11/28/2006 3:51:22 PM	yes	drafted	
TEST_A1206219	1402220573	order response	AV000624	11/28/2006 3:50:02 PM	yes	sent	
TEST_A1206219_1	1402225760	order response	AV000624	11/28/2006 3:48:38 PM	no	sent	

By clicking the rightmost symbol you reach the invoice creation form. If you have opened an order response (watch details), you can also reach the form by clicking the “create invoice”-button.

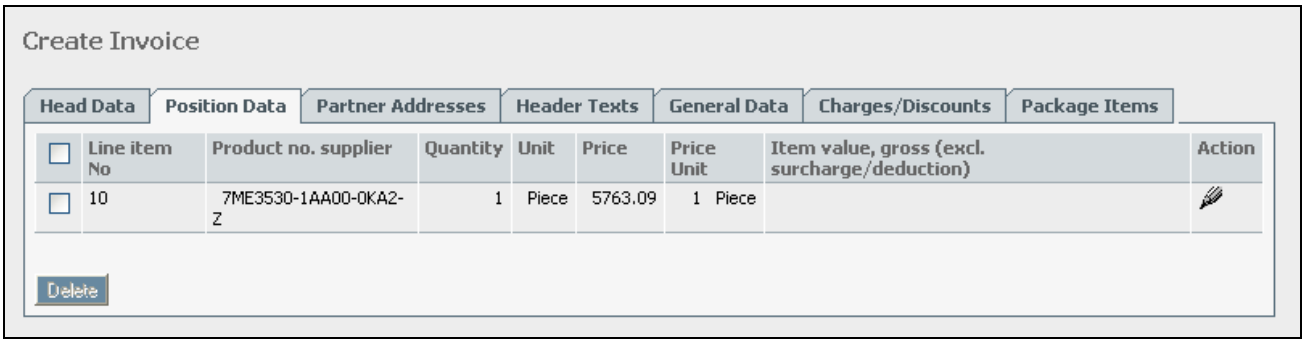
Web4BIS has transferred the order response´s data into the invoice form now. Some values have to be filled manually by your own. It is important, that all the values marked with a red asterisk are filled, because they are mandatory.

“Head Data” contain the basic invoice information.



Every description field marked with a red asterisk is a mandatory field, that means you have to put values in there. Values in the white marked description fields can be changed by you contrary to fix values, that can not be changed anymore (for example VAT/Tax number or supplier adress). You can choose your own invoice number, but please make sure, that it is not too short. The number must consist of your ARE (don´t overwrite) followed by a number defined by you. You can also complete the Buyer Info by getting the data from the SSD (Siemens Keycode Database) or choose the document type.
The button “Calculation” provides you with the invoice´s current amount. If you change anything in the Item Data or change Charges/Discounts you have to calculate again to see the current invoice amount. Please keep in mind, that the total sum is calculated again when sending the invoice, so this button is just for your own information.

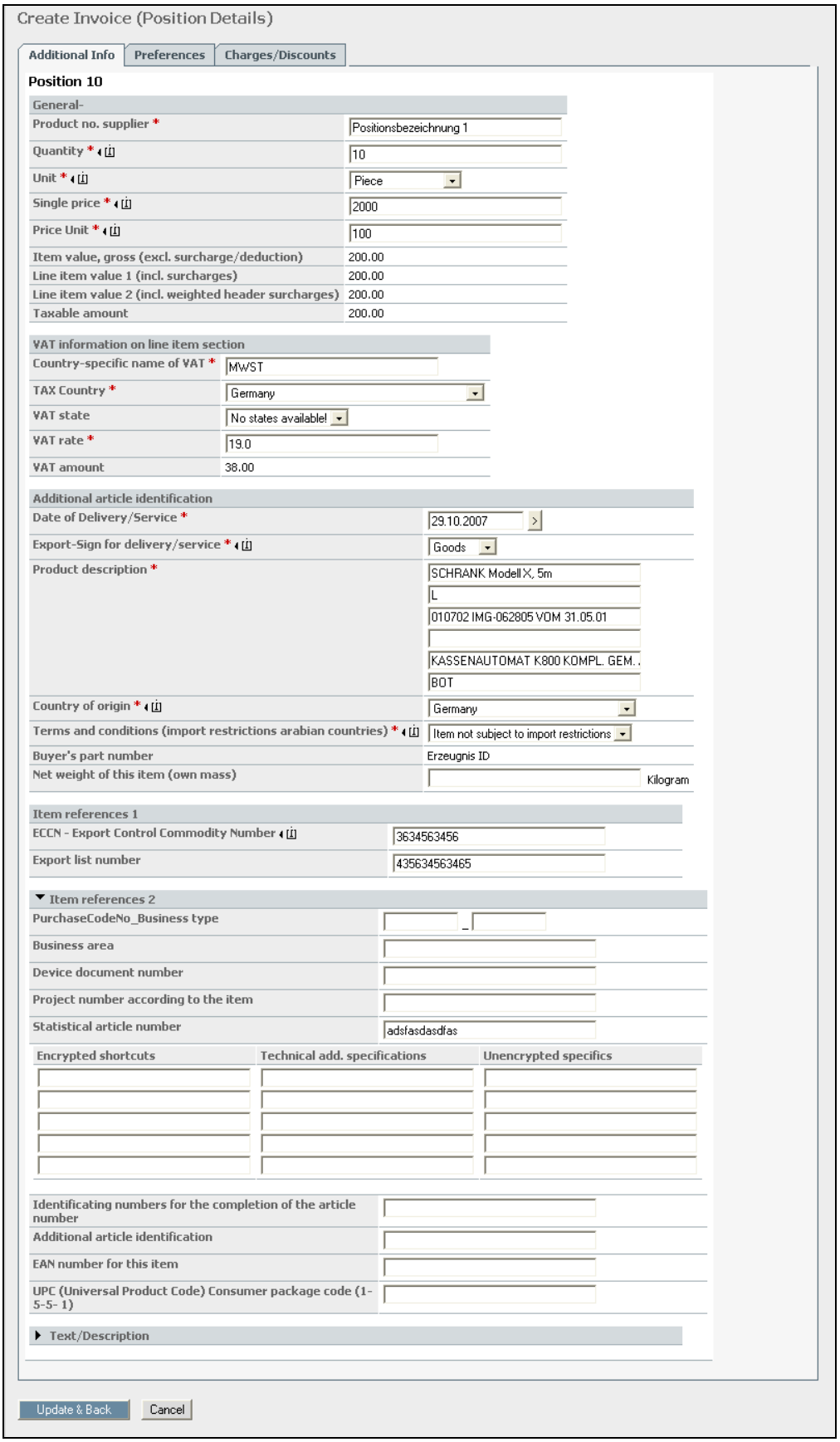
In “Item Data” you can find information about the items in detail.



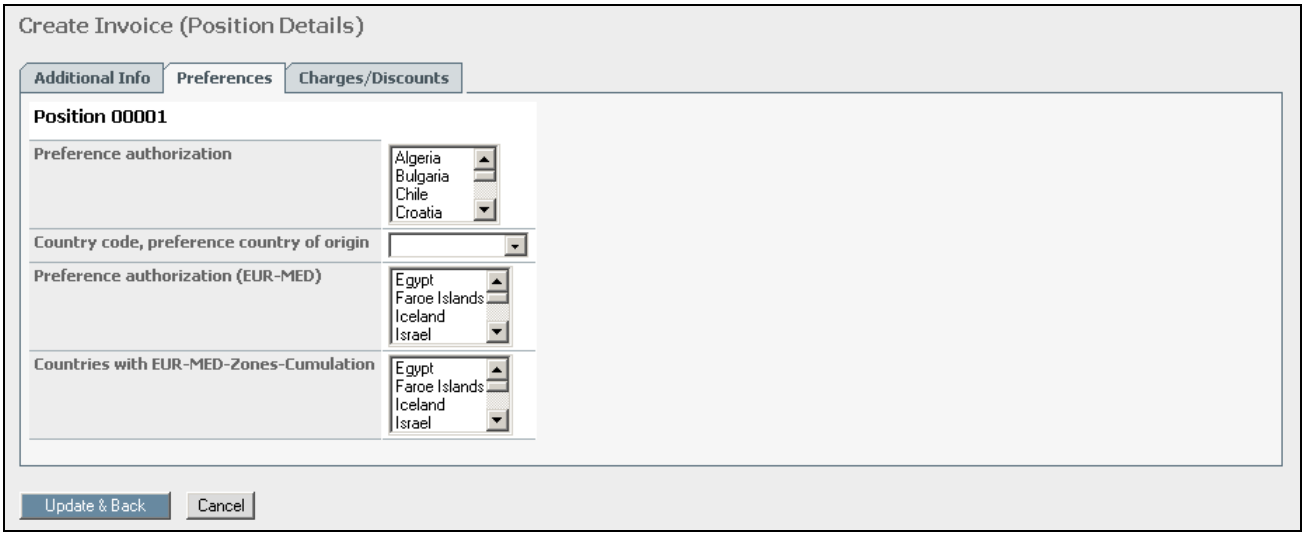
You have the option to delete single items by marking the items and clicking the button “Delete” and to change items by clicking on the pencil button.

When updating an item you can fill in Additional Info and Charges/Discounts.
Internal suppliers can fill in a lot of information compared to external suppliers. Internal suppliers for example can fill in item references, item more information or encrypted short cuts.

You need to edit each line item (and supply mandatory fields there) before you can send the invoice.

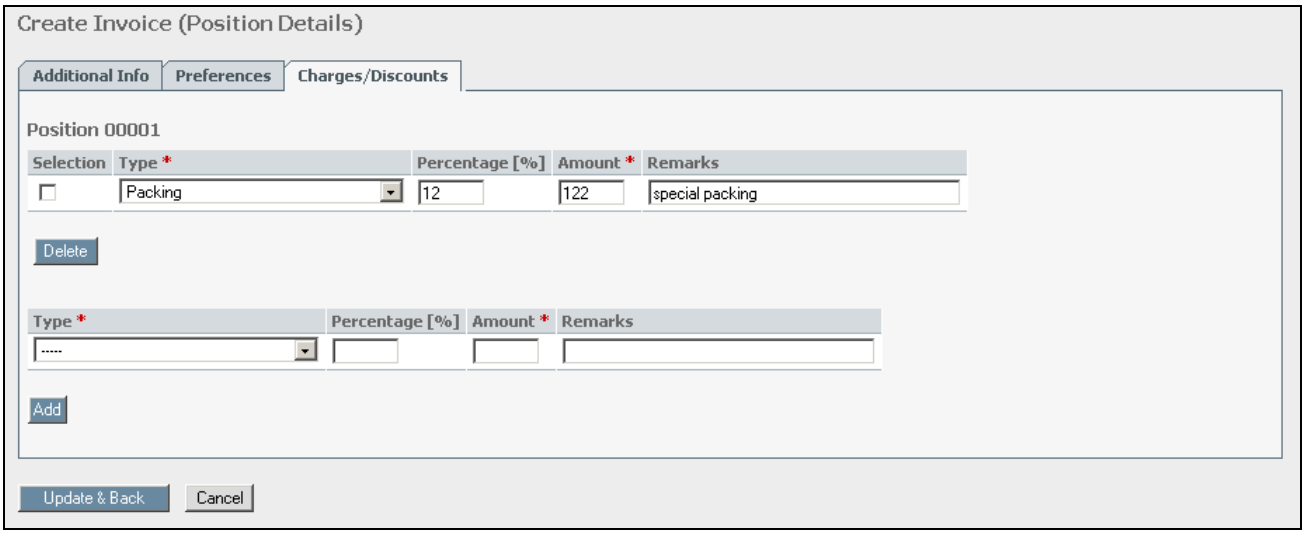

Create Invoice (Position Details)
Additional Info
Preferences
Charges/Discounts
Position 10
General-
Product no. supplier *
Positionsbezeichnung 1
Quantity *
10
Unit *
Piece
Single price *
2000
Price Unit *
100
Item value, gross (excl. surcharge/deduction)
200.00
Line item value 1 (incl. surcharges)
200.00
Line item value 2 (incl. weighted header surcharges)
200.00
Taxable amount
200.00
VAT information on line item section
Country-specific name of VAT *
MWST
TAX Country *
Germany
VAT state
No states available!
VAT rate *
19.0
VAT amount
38.00
Additional article identification
Date of Delivery/Service *
29.10.2007
Export-Sign for delivery/service *
Goods
Product description *
SCHRANK Modell X, 5m
L
010702 IMG-062805 VOM 31.05.01
KASSENAUTOMAT K800 KOMPL. GEM.
BOT
Country of origin *
Germany
Terms and conditions (import restrictions arabian countries) *
Item not subject to import restrictions
Buyer's part number
Erzeugnis ID
Net weight of this item (own mass)
Kilogram
Item references 1
ECCN - Export Control Commodity Number
3634563456
Export list number
435634563465
Item references 2
PurchaseCodeNo_Business type
Business area
Device document number
Project number according to the item
Statistical article number
adsfasdasdfas
Encrypted shortcuts
Technical add. specifications
Unencrypted specifics
Identificating numbers for the completion of the article number
Additional article identification
EAN number for the item
UPC (Universal Product Code) Consumer package code (1-5-5-1)
Text/Description
Update & Back
Cancel

Preferences provides you with the possibility to create preference rules.



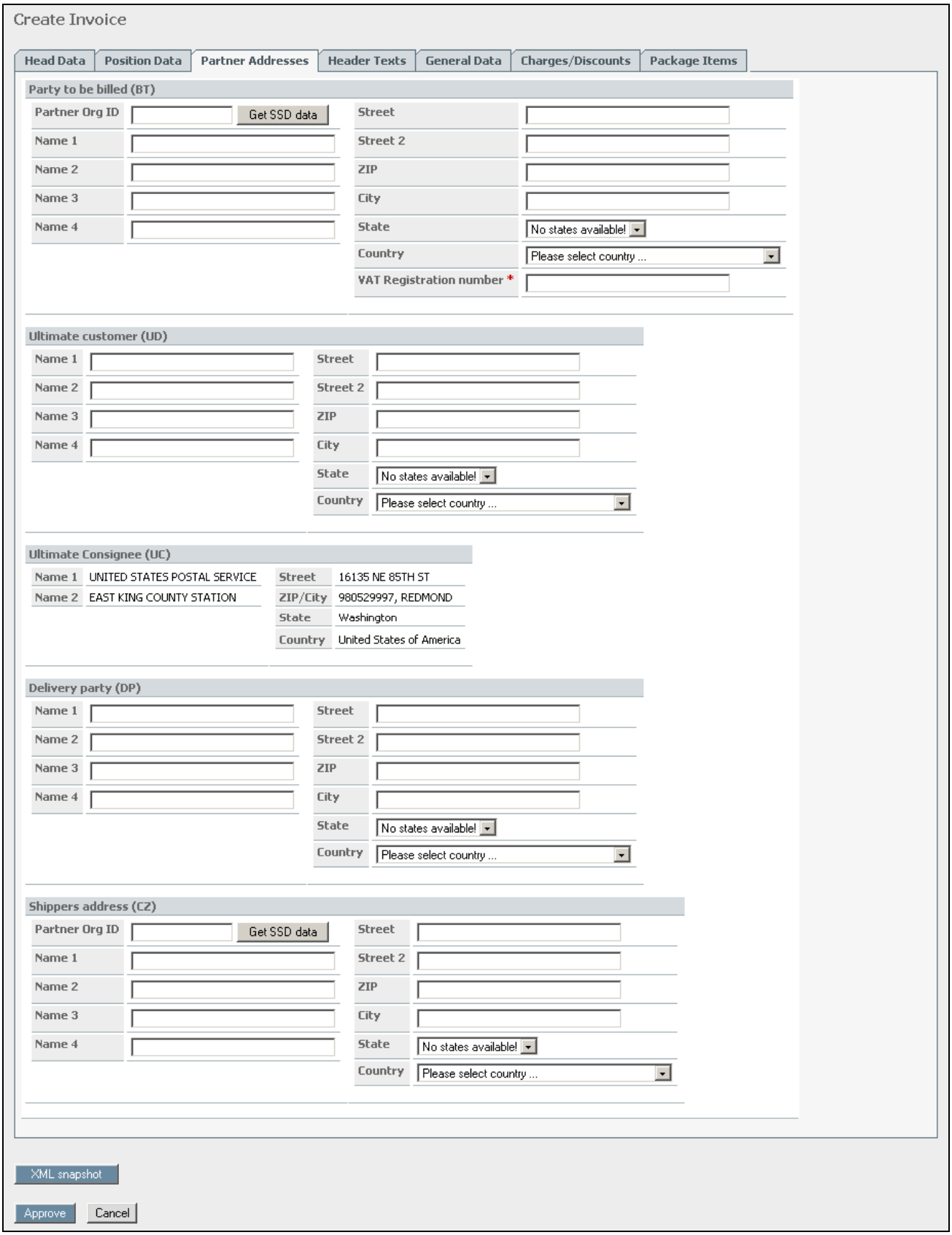
You can select several countries by pressing the CTRL key during selection.
Changes are accepted by clicking on the button “Update & back”.

Charges/Discounts provides you with the possibility to change given conditions, delete them or to create new ones.

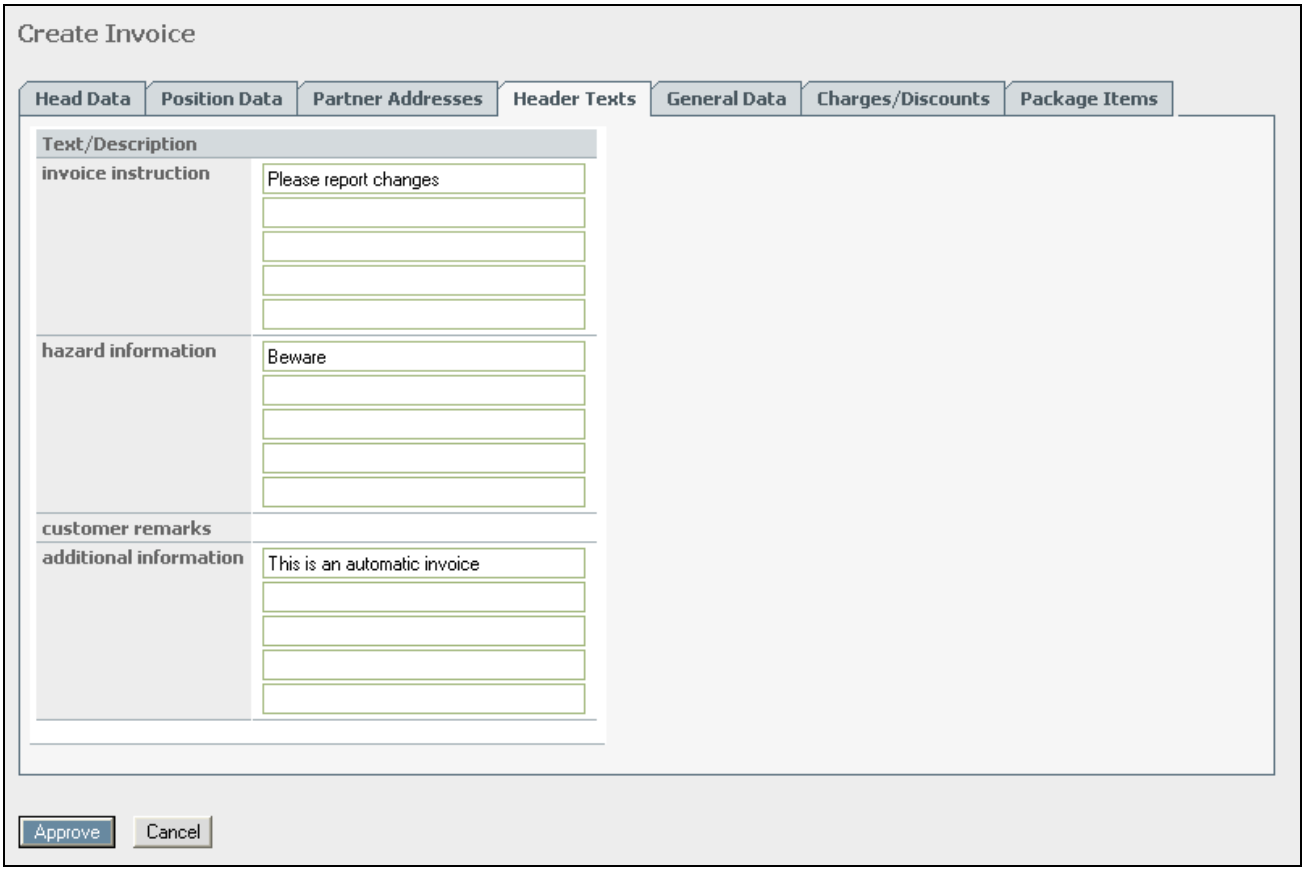


Changes are accepted by clicking on the button “Update & back”.

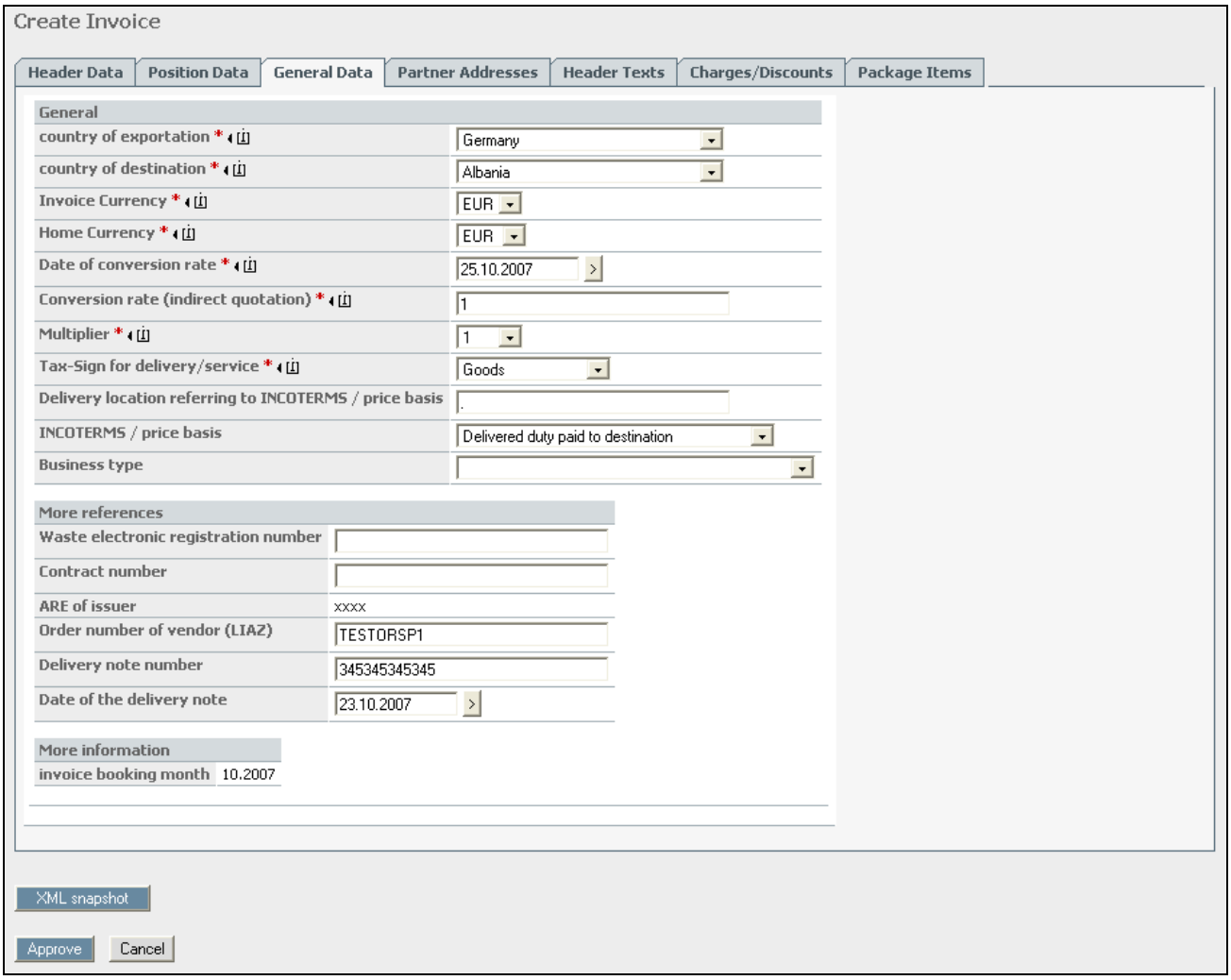
The tab “Partner Adresses” gives the possibility to specify a range of different partner addresses. Being an internal supplier, you can enter more addresses than external suppliers. Whereas the ultimate consignee address is taken over from the order response, you can (if relevant) fill in the ultimate customer, the delivery party and the shipper´s address manually. The party to be billed can be updated with the SSD´s entries automatically by entering the partner´s Org-ID and clicking the button “Get SSD data”.


Create Invoice
Head Data
Position Data
Partner Addresses
Header Texts
General Data
Charges/Discounts
Package Items
Party to be billed (BT)
Partner Org ID
Get SSD data
Name 1
Name 2
Name 3
Name 4
Street
Street 2
ZIP
City
State
No states available!
Country
Please select country ...
VAT Registration number *
Ultimate customer (UD)
Name 1
Name 2
Name 3
Name 4
Street
Street 2
ZIP
City
State
No states available!
Country
Please select country ...
Ultimate Consignee (UC)
Name 1
UNITED STATES POSTAL SERVICE
Name 2
EAST KING COUNTY STATION
Street
16135 NE 85TH ST
ZIP/City
980529997, REDMOND
State
Washington
Country
United States of America
Delivery party (DP)
Name 1
Name 2
Name 3
Name 4
Street
Street 2
ZIP
City
State
No states available!
Country
Please select country ...
Shippers address (CZ)
Partner Org ID
Get SSD data
Name 1
Name 2
Name 3
Name 4
Street
Street 2
ZIP
City
State
No states available!
Country
Please select country ...
XML snapshot
Approve
Cancel

In “Header Texts” you can enter your own header texts or additional information.

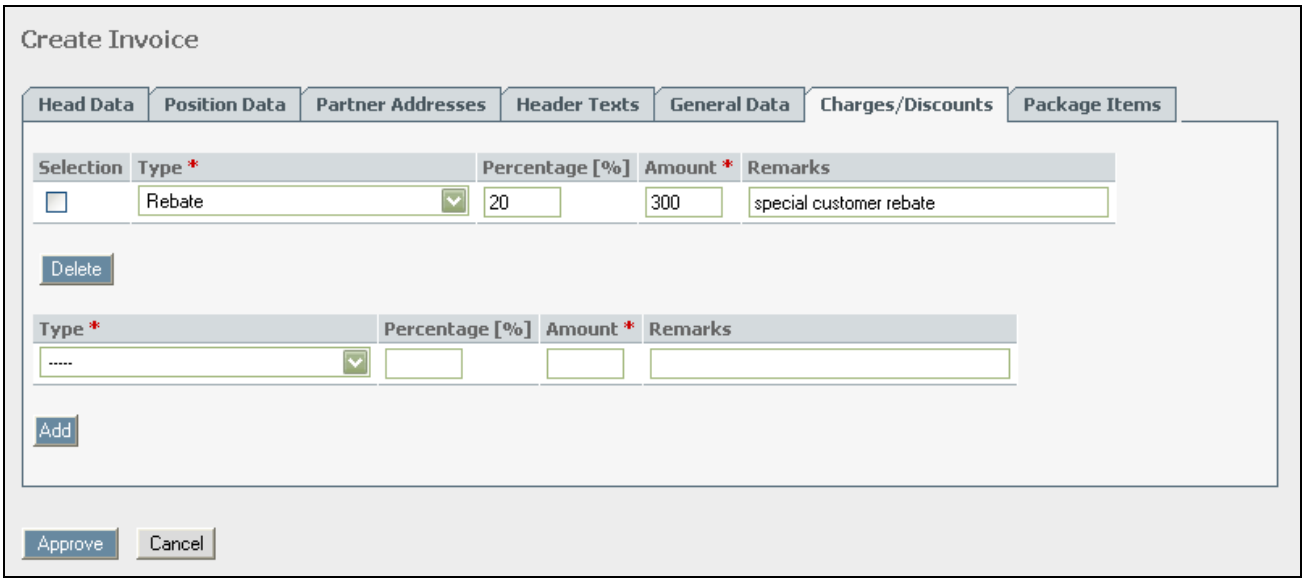


In “General Data” you can specify for example the country of destination or the currency.

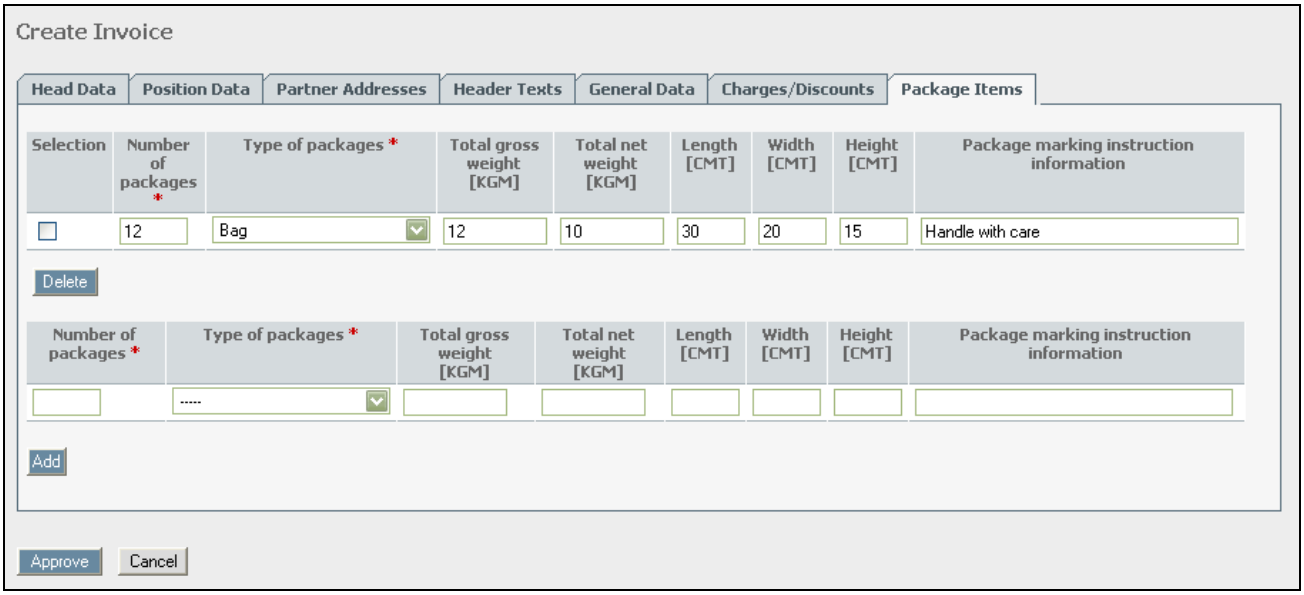


The date of conversion rate and the date of delivery note can be specified easily by clicking on the button ">", similar to this process in other message types. You can choose the date out of a calendar, which appears after clicking on the button.

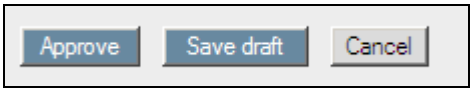
The tab "Charges/Discounts" offers the possibility to create charges or discounts for the whole invoice. The process is the same as for charges and discounts on item scale.



In “Package items” you can specify the packaging, for example height and weight of a freight. This feature is only for internal suppliers.



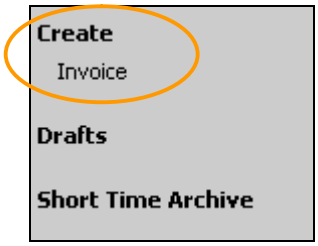
When you have finished creating your invoice, click on the “Approve” button.
By clicking the “Cancel” button you will abort the invoice creation process.
Once you have entered all details, you can confirm the invoice using the "Approve" button. The procedure can be cancelled at any time by clicking on the "Cancel" button. You can save the invoice as a draft using the button “Save draft” . In this case no checks will be carried out.



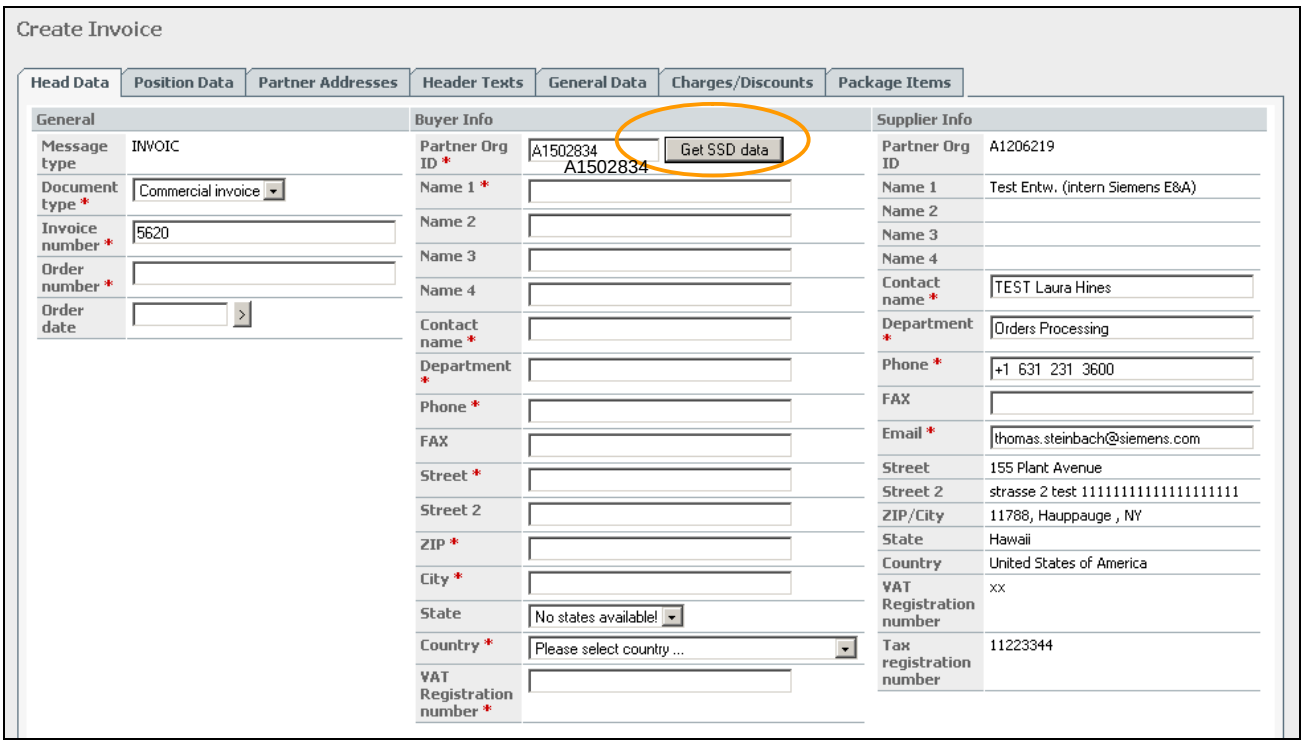
After approving the invoice the following process is the same for creating an invoice without order reference and based on an order response. So this part will be explained in detail at the end of this chapter.

b) Creating invoices without order reference

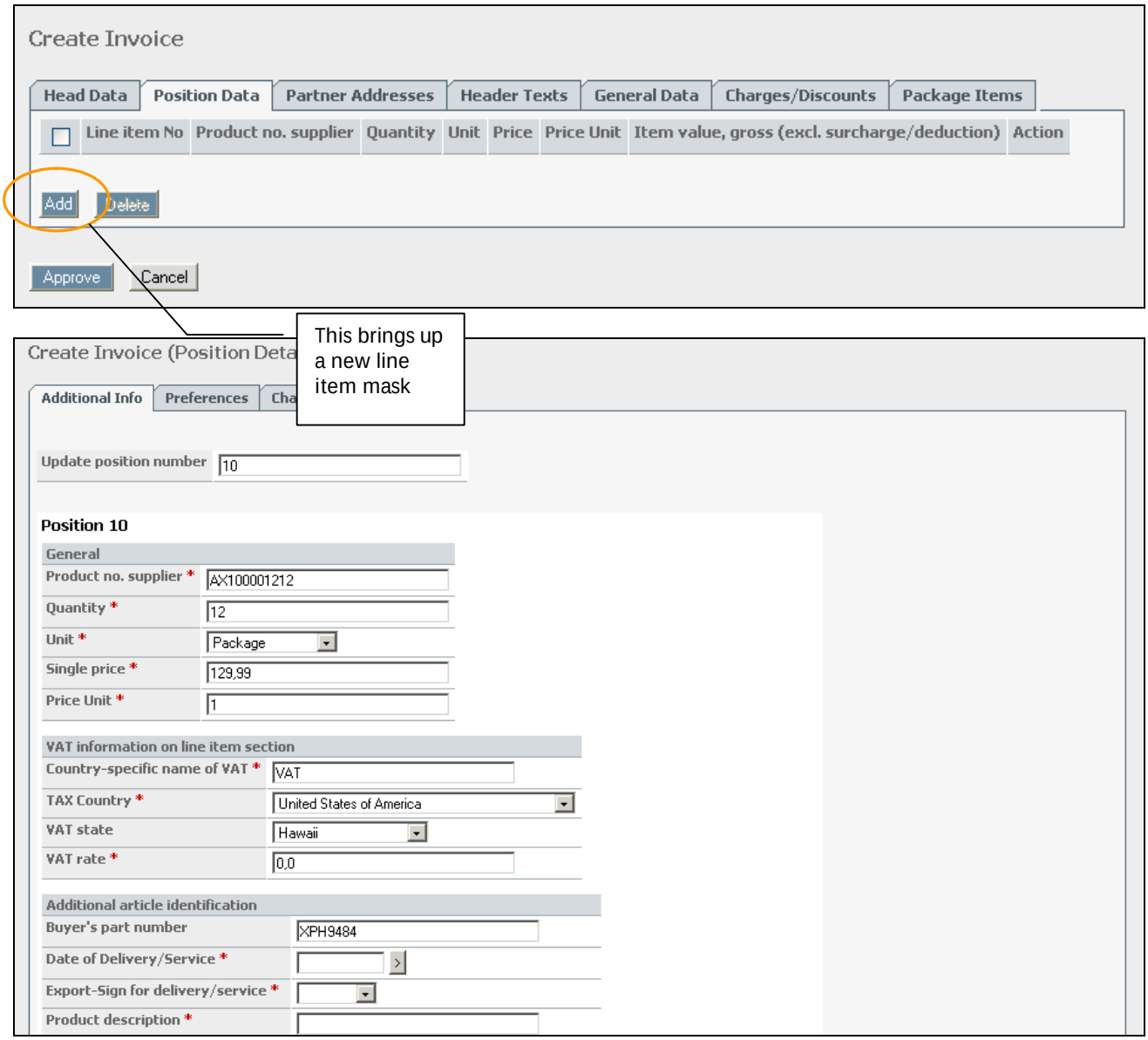
If you wish to create an invoice without order reference, just follow the link “Create-Invoice” on the left menu bar.



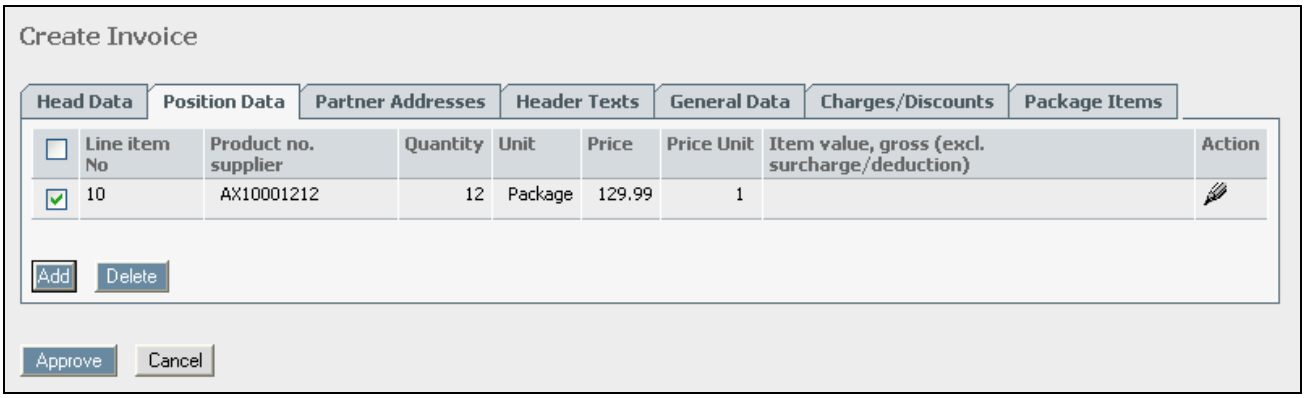
The invoice form is shown and filled only with the data saved in your partner administration. In “Head Data” it is very helpful to use the “Get SSD Data” button, so that you do not have to fill in every detail of the customerinfo manually. For this you need to type in your partner´s Org-ID.



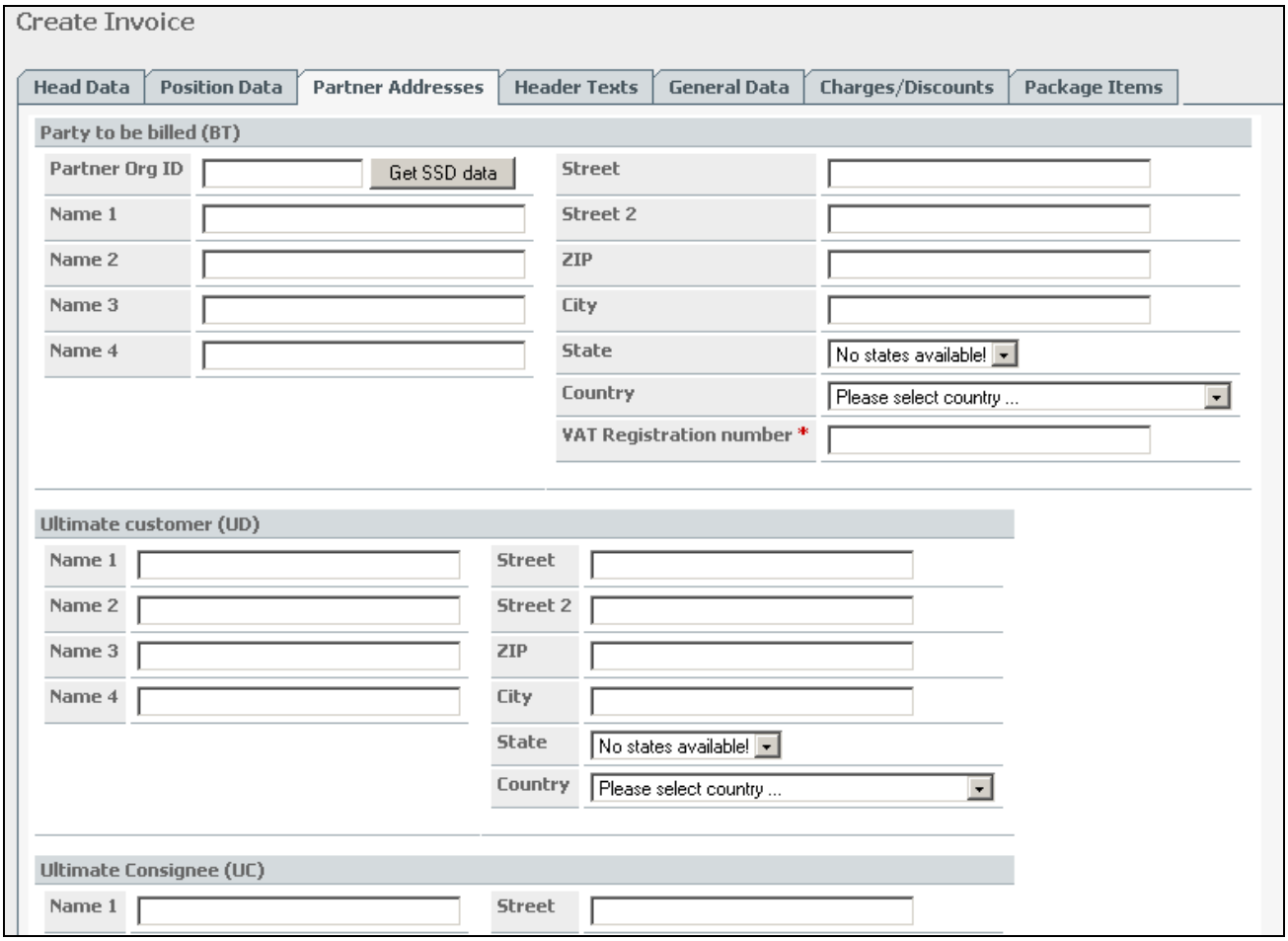
The tab “Item Data” requires more effort because every item has to be filled in manually. In contrary to external suppliers, internal suppliers have more options to fill in, just like in the invoice based on an order response. By clicking the button “Add” you can add items.



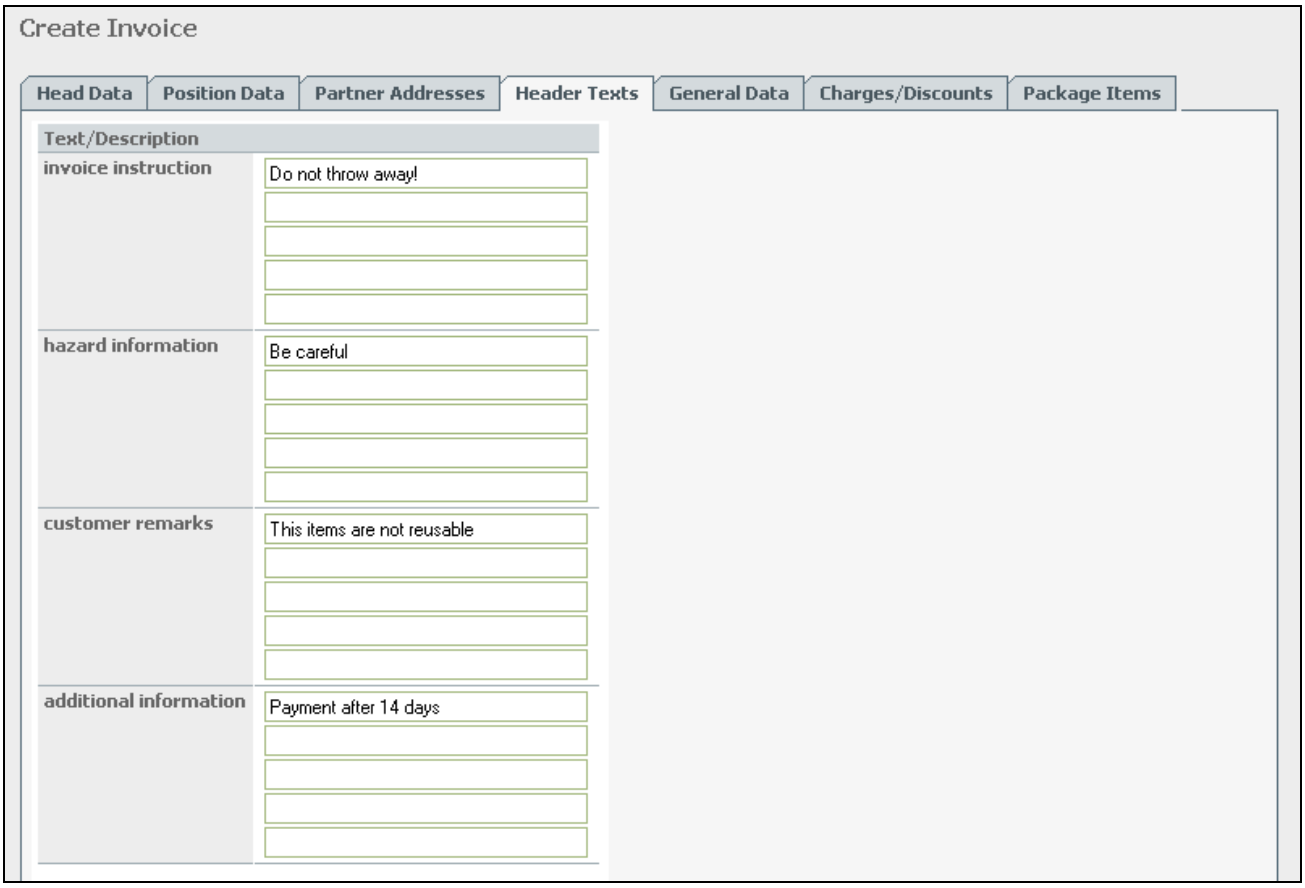
Preferences and Charges/Discounts can be specified the way described in invoice creation based on an order reference. After clicking “Update & back” the item view is updated. You can delete single items by marking them and clicking the button “Delete”.



In the tab “Partner Addresses” a range of addresses can be specified: Party to be billed, ultimate customer, ultimate consignee, delivery party, shippers address. The party to be billed can be filled comfortably by clicking the button “Get SSD Data”, after specifying the invoice receiver´s Org-ID.



The tab “Header Texts” gives you the opportunity to give descriptions, hints and other remarks.



The tabs “General Data”, “Charges/Discounts” and “Package Items” can be filled as in creating invoice based on an order response.

To approve your invoice, just click the “Approve” button.

Note: By approving the message several checks and inquiries are initiated, to make sure, that the invoice corresponds with the Siemens rules. If the message does not comply with these rules the errors are shown so that you can correct them.

In case of all checks being successful, you have the following options to proceed:

The invoice can be saved as draft, sent or downloaded as PDF/XML. A draft can be modified several times before sending it as final invoice.

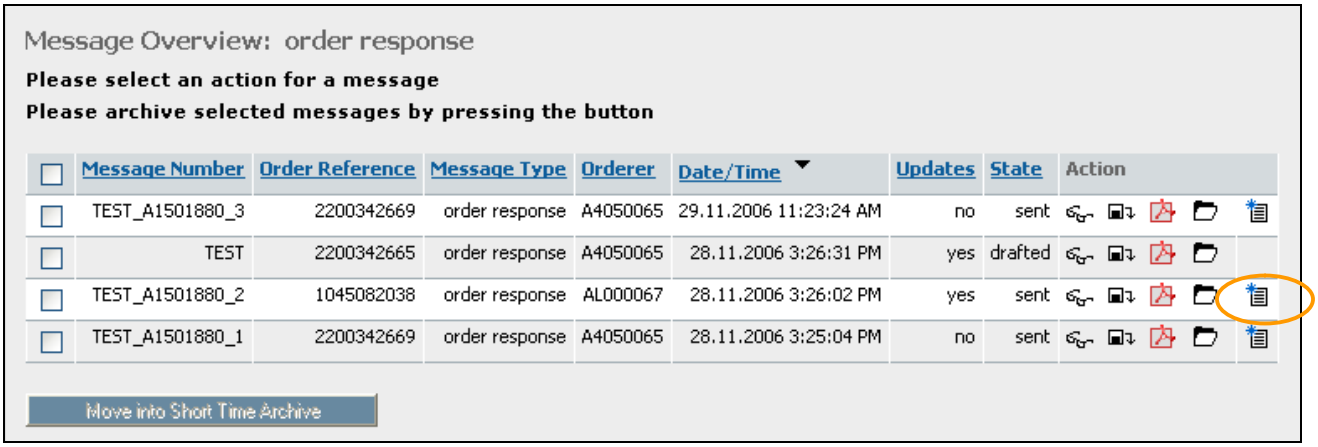
3.5.2 Invoices from external suppliers

If you are authorized for creating invoices, you can create them as external supplier by two different ways:

- Creating invoices based on an order response
- Creating invoices without order reference

a) Creating invoices based on an order response

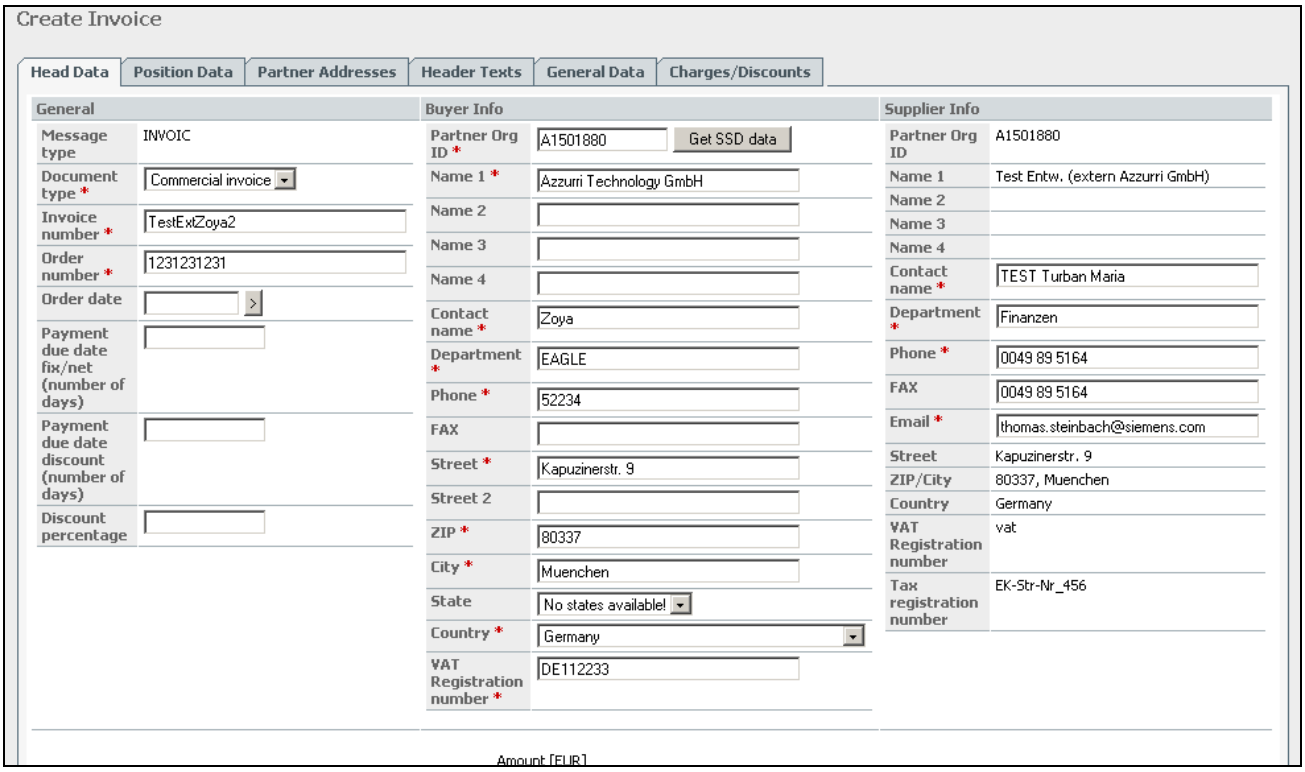
For creating invoices based on an order reference you have to go to the order response message overview. Please keep in mind, that only sent order responses can serve as a base for an invoice.


Message Overview: order response
Please select an action for a message
Please archive selected messages by pressing the button
Message Number
Order Reference
Message Type
Orderer
Date/Time
Updates
State
Action
TEST_A1501880_3 2200342669 order response A4050065 29.11.2006 11:23:24 AM no sent
TEST 2200342665 order response A4050065 28.11.2006 3:26:31 PM yes drafted
TEST_A1501880_2 1045082038 order response AL000067 28.11.2006 3:26:02 PM yes sent
TEST_A1501880_1 2200342669 order response A4050065 28.11.2006 3:25:04 PM no sent
Move into Short Time Archive

By clicking the right symbol you reach the invoice creation form. If you have opened an order response (watch details), you can also reach the form by clicking the “create invoice”-button.

Web4BIS has transferred the order response´s data into the invoice form now. Some data have to be filled manually by your own. It is important, that all the values marked with a red asterisk are filled, because they are mandatory.

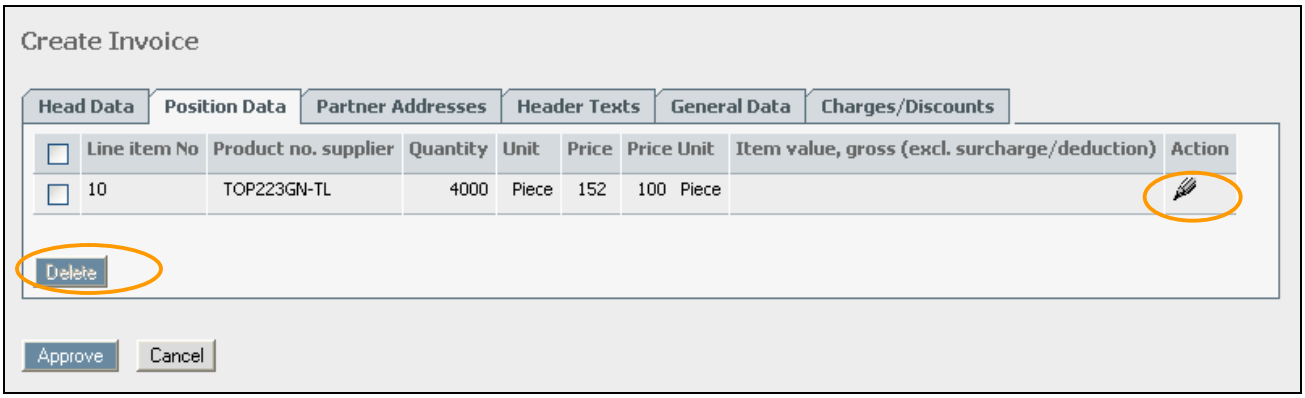
“Head Data” contain the basic invoice information.



Every description field marked with a red asterisk is a mandatory field, that means you have to put values in there. Values in the white marked description fields can be changed by you contrary to fix values, that can not be changed anymore (for example VAT/Tax numbers or supplier address). You can choose your own invoice number. You can also complete the Buyer Info by getting the data from the SSD (Siemens Keycode Database) or choose the document type.
As external supplier it is very important, that the ordering party is part of a list stored at the EDI Service, because external suppliers are not allowed to send invoices to arbitrary Siemens Partner. If you have problems here, please contact the Web4BIS support.

The button “Calculation” provides you with the invoice’s current amount. If you change anything in the Item Data or change Charges/Discounts you have to calculate again to see the current invoice amount. Put please keep in mind, that the total sum is calculated again when sending the invoice, so this button is just for your own information.

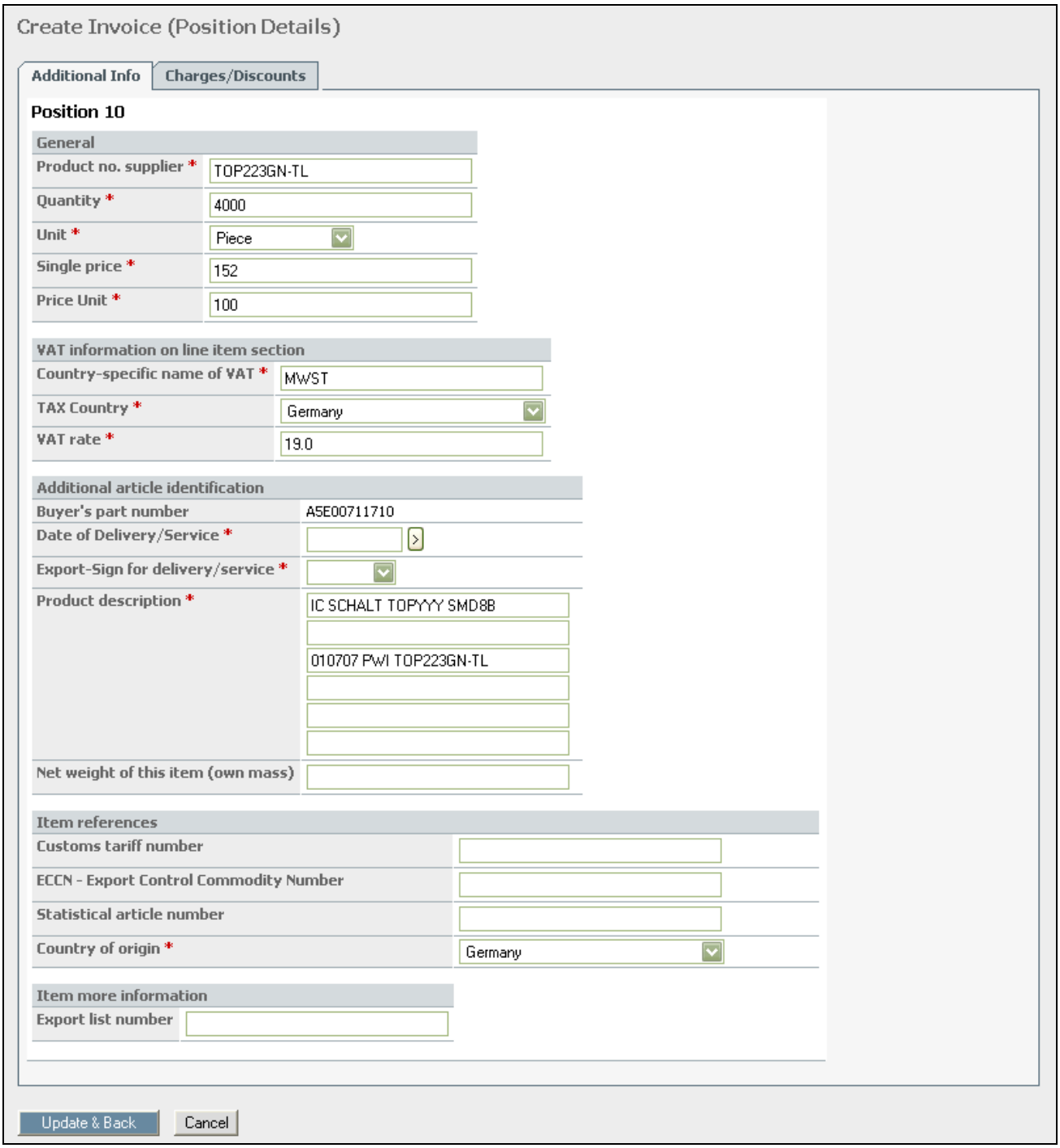
In “Item Data” you can find information about the items in detail.



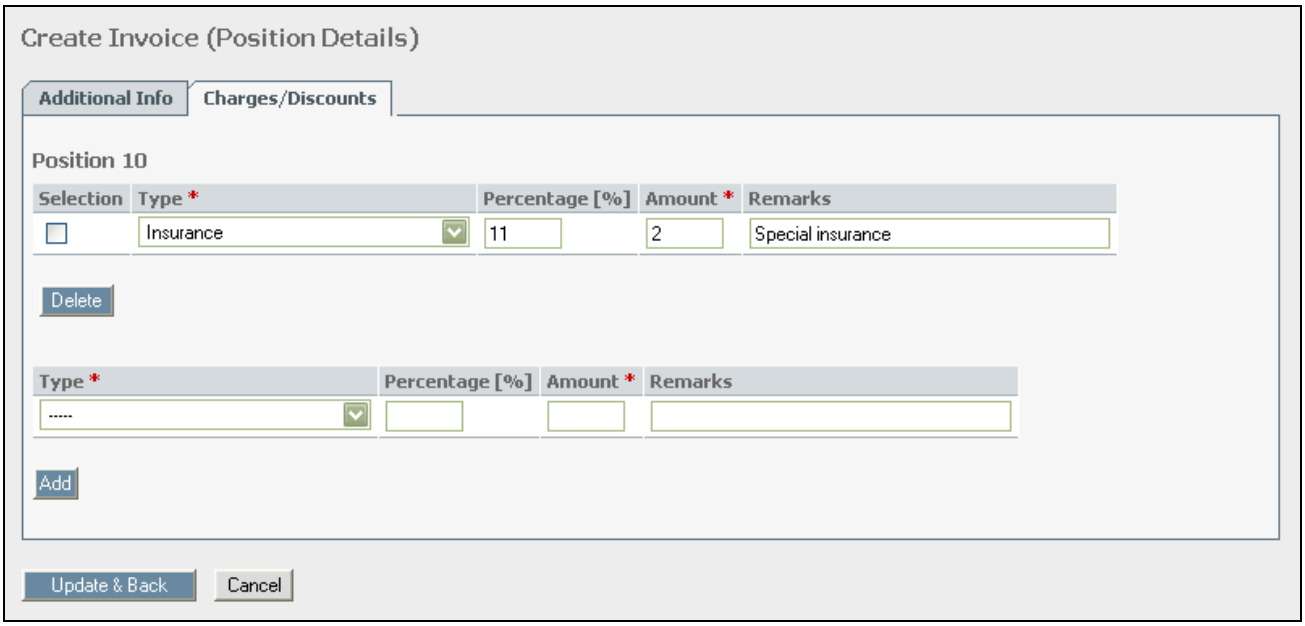
You have the option to delete single items by marking the items and clicking the button “Delete” and to change items by clicking on the pencil button.

When updating an item you can fill in Additional Info and Charges/Discounts.

In „Additional Info“ you can specify general data regarding an item.

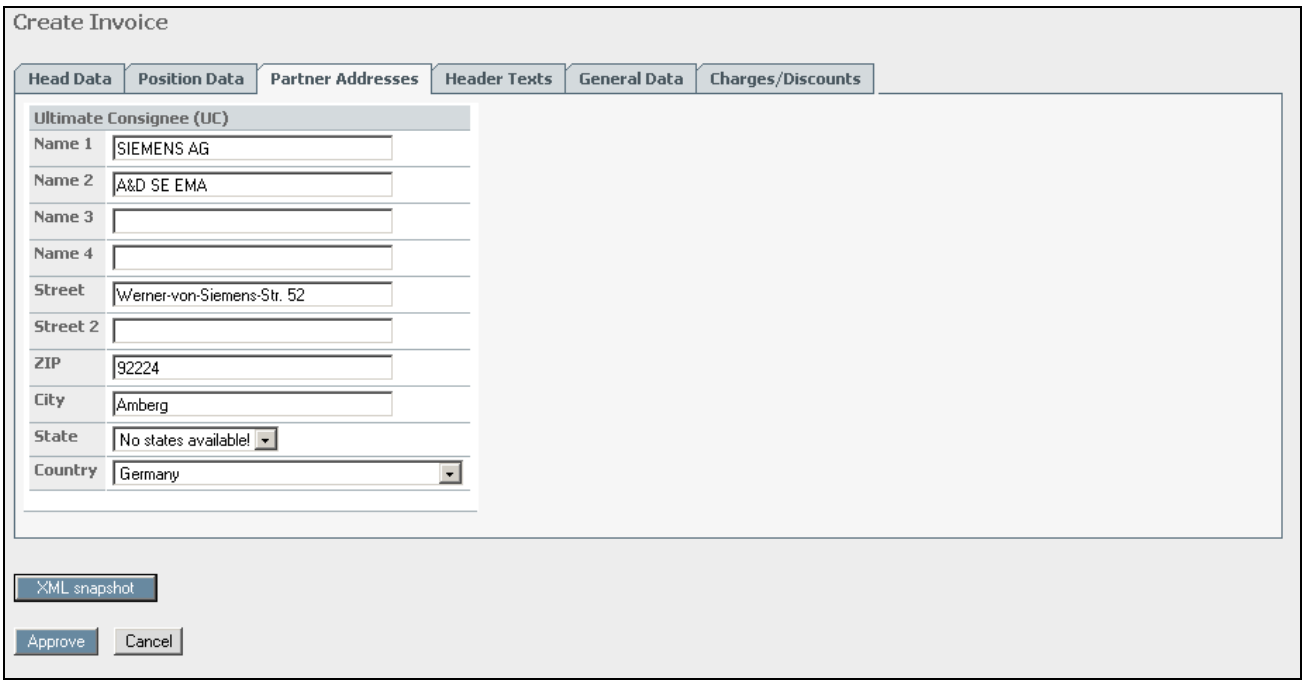


Charges/Discounts provides you with the possibility to change given conditions, delete them or to create new ones.

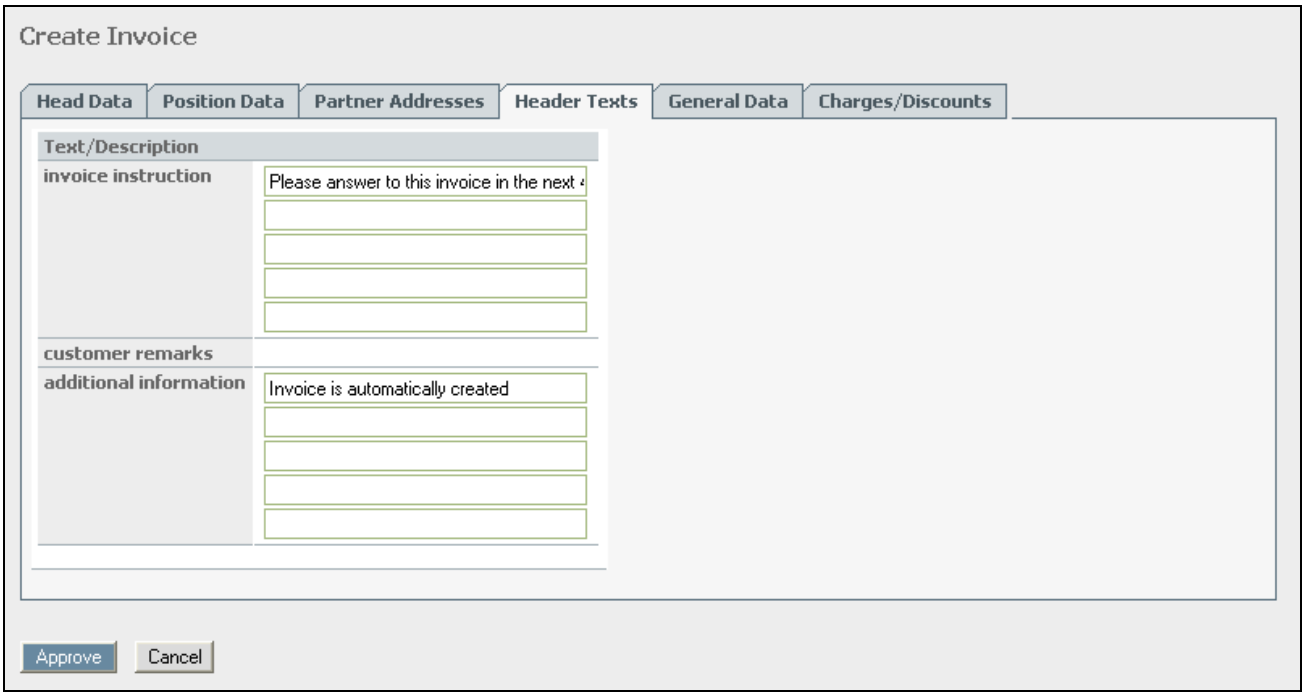


Changes are accepted by clicking on the button “Update & back”.

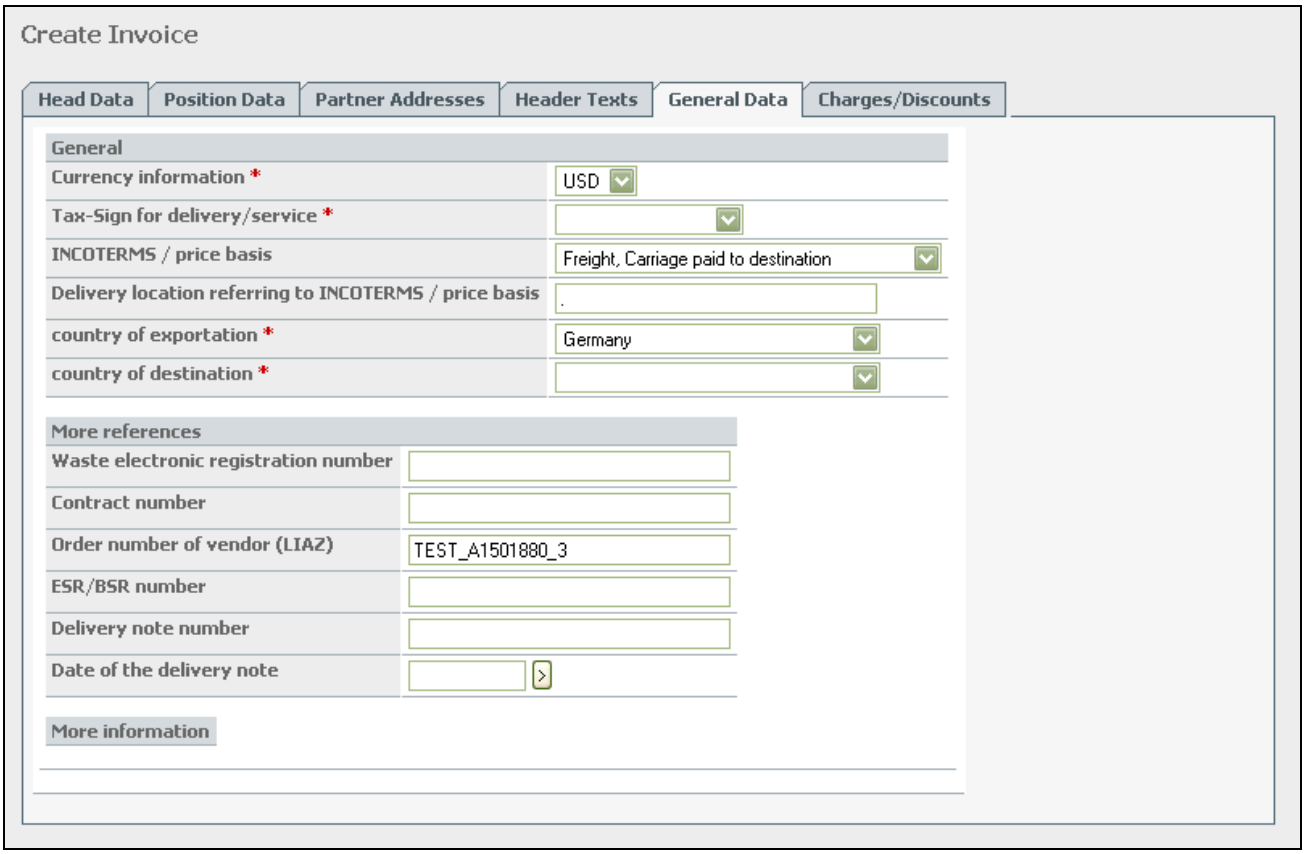
The tab “Partner Addresses” contains the adress of the ultimate consignee.



In “Header Texts” you can enter your own header texts or additional information.

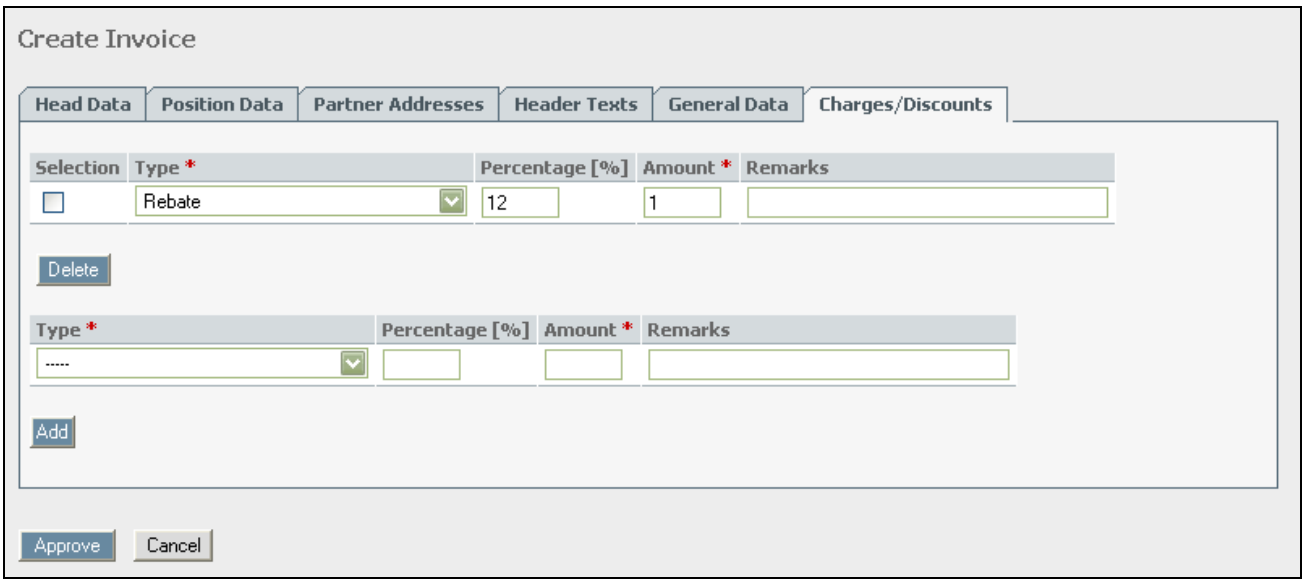


In “General Data” you can specify additional invoice details such as currency.

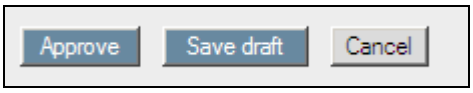


The date of delivery note can be specified easily by clicking on the button “>”, similar to this process in other message types. You can choose the date out of a calendar, which appears after clicking on the button.

The tab “Charges/Discounts” offers the possibility to create charges or discounts for the whole invoice. The process is the same as for charges and discounts on item scale.



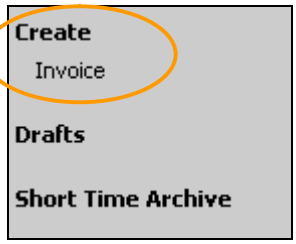
When you have finished creating your invoice, click on the “Approve” button.
By clicking the “Cancel” button you will abort the invoice creation process.
Once you have entered all details, you can confirm the invoice using the "Approve" button. The procedure can be cancelled at any time by clicking on the "Cancel" button. You can save the invoice as a draft using the button “Save draft” . In this case no checks will be carried out.



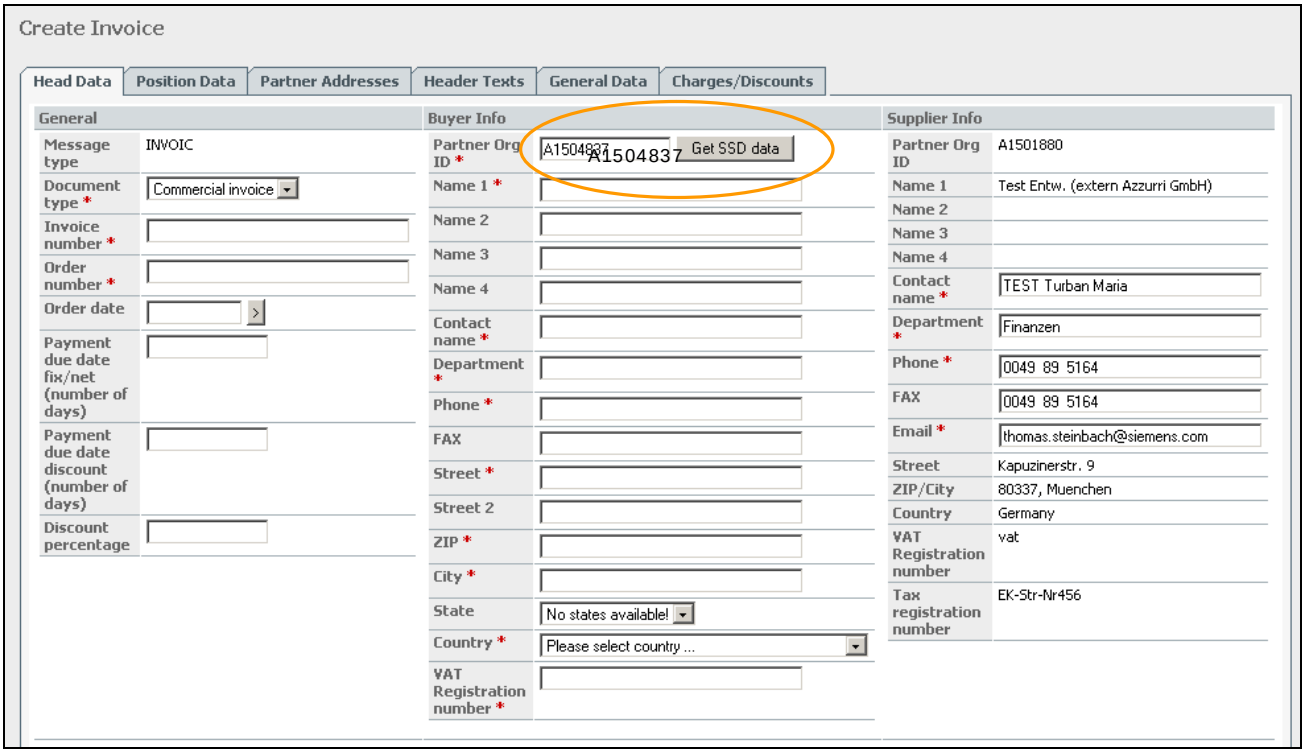
After approving the invoice the following process is the same for creating an invoice without order reference and based on an order response. So this part will be explained in detail at the end of this chapter.

b) Creating invoices without order reference

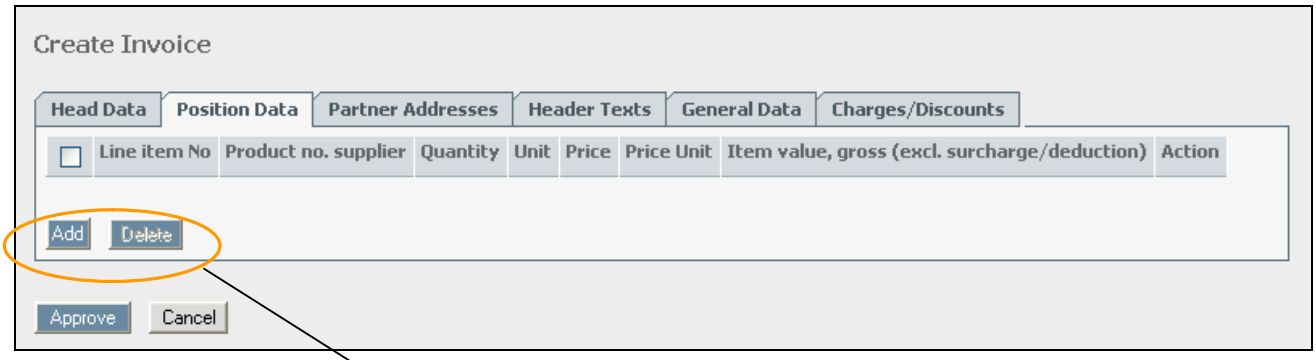
If you wish to create an invoice without order reference, just follow the link “Create-Invoice” on the left menu bar.



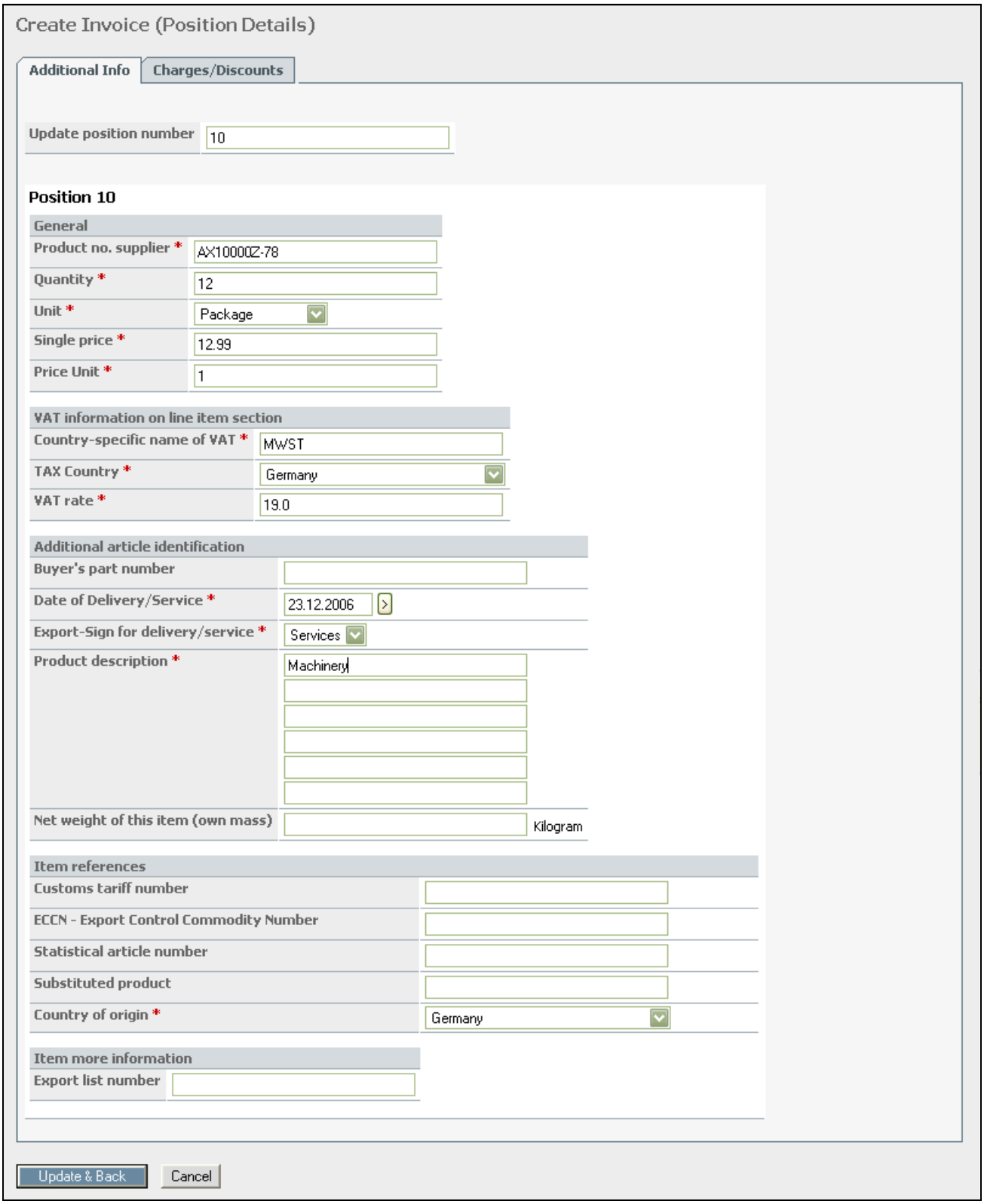
The invoice form is shown and filled only with the data saved in your partner administration. In “Head Data” it is very helpful to use the “Get SSD Data” button, so that you do not have to fill in every detail manually. For this you need to type in your partner´s Org-ID.
As external supplier it is very important, that the ordering party is part of a list stored at the EDI Service, because external suppliers are not allowed to send invoices to every Siemens Partner. If you have problems here, please contact the Web4BIS support.



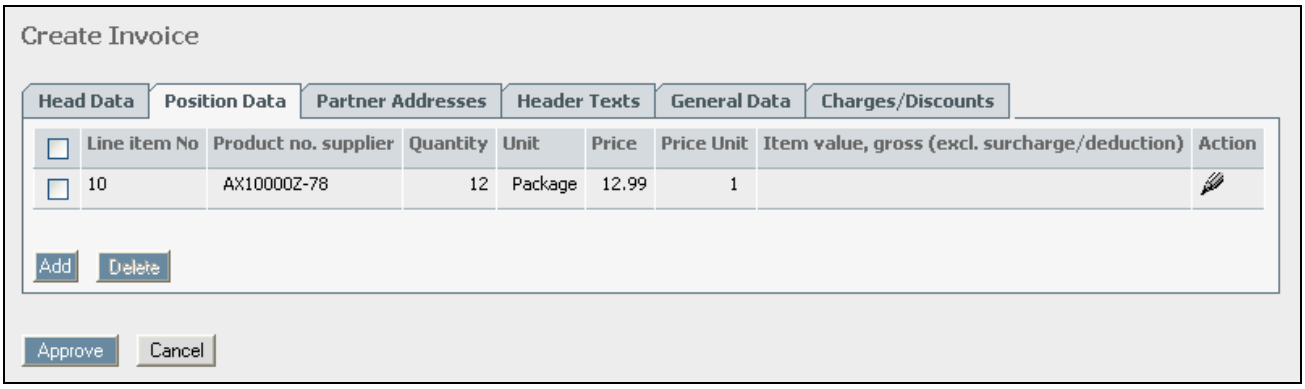
The tab “Item Data” requires more effort because every item has to be filled in manually. By clicking the button “Add” you can add items.



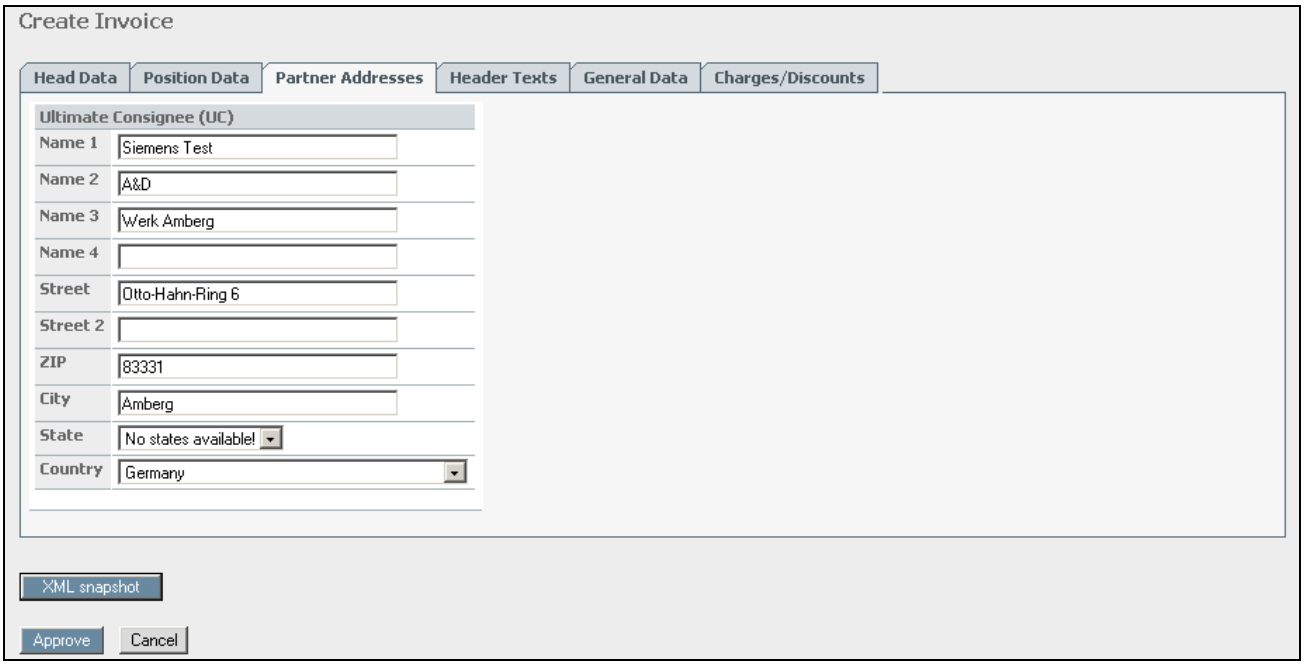
This brings up a new line item mask


Create Invoice (Position Details)
Additional Info
Charges/Discounts
Update position number
10
Position 10
General
Product no. supplier *
AX10000Z-78
Quantity *
12
Unit *
Package
Single price *
12.99
Price Unit *
1
VAT information on line item section
Country-specific name of VAT *
MWST
TAX Country *
Germany
VAT rate *
19.0
Additional article identification
Buyer's part number
Date of Delivery/Service *
23.12.2006
Export-Sign for delivery/service *
Services
Product description *
Machinery
Net weight of this item (own mass)
Kilogram
Item references
Customs tariff number
ECCN - Export Control Commodity Number
Statistical article number
Substituted product
Country of origin *
Germany
Item more information
Export list number
Update & Back
Cancel

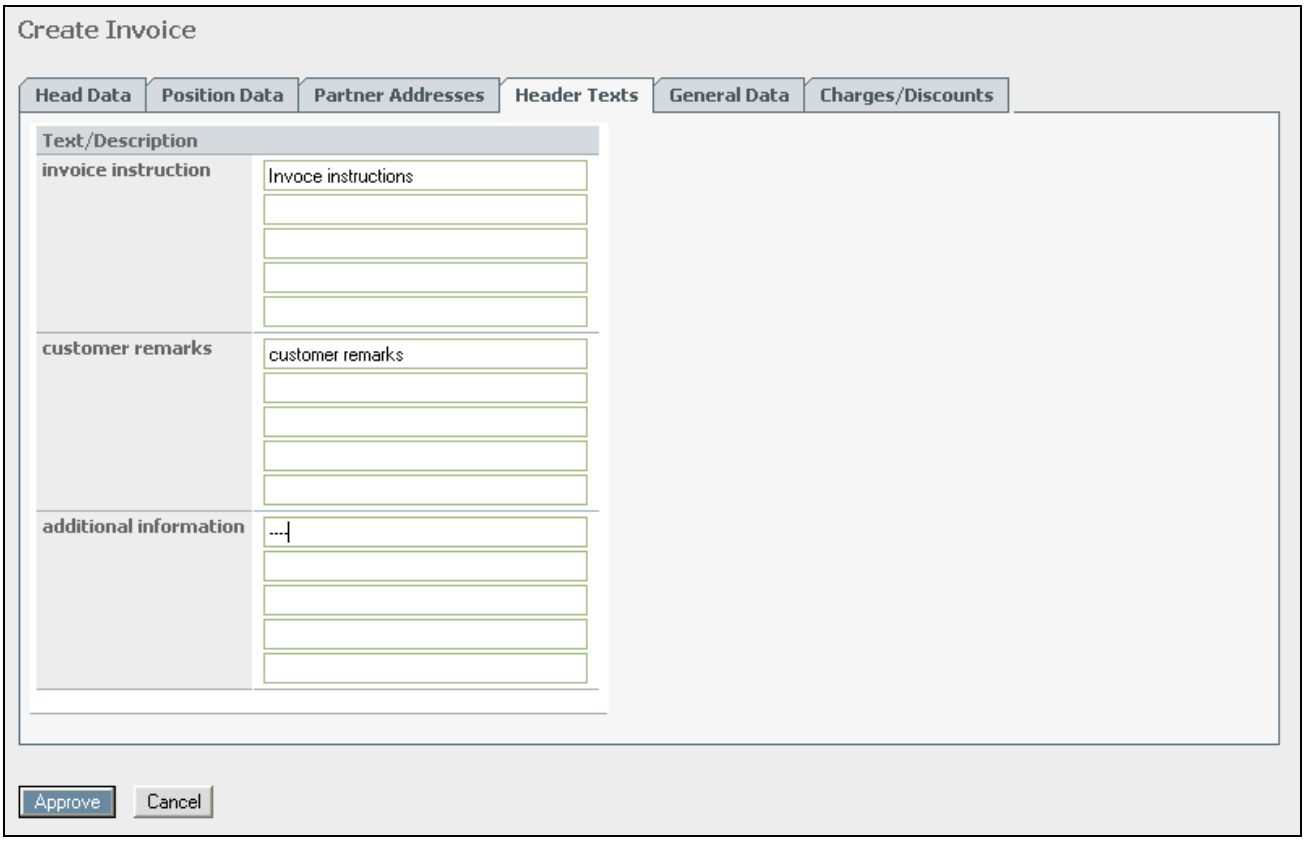
Charges/Discounts can be specified the way described in invoice creation based on an order reference. After clicking “Update & back” the item view is updated. You can delete single items by marking them and clicking the button “Delete”.



In the tab “Partner Adresses” the ultimate consignee address can be specified manually.



In “Header Texts” you can enter your own header texts or additional information.

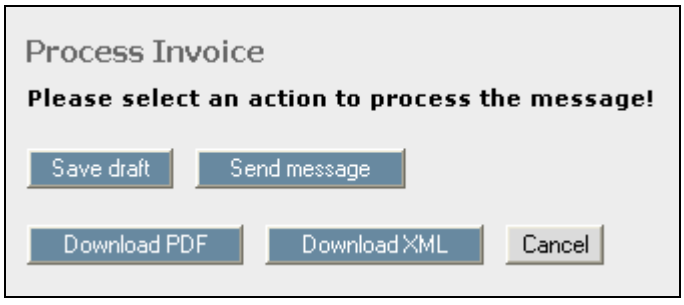


The tabs “General Data” and “Charges/Discounts” can be filled as in creating invoice based on an order response.

To approve your invoice, just click the “Approve” button.

Note: By approving the message several checks and inquiries are initiated, to make sure, that the invoice corresponds with the Siemens rules. If the message does not comply with these rules the errors are shown so that you can correct them.

In case of all checks being successful, you have the following options to proceed:



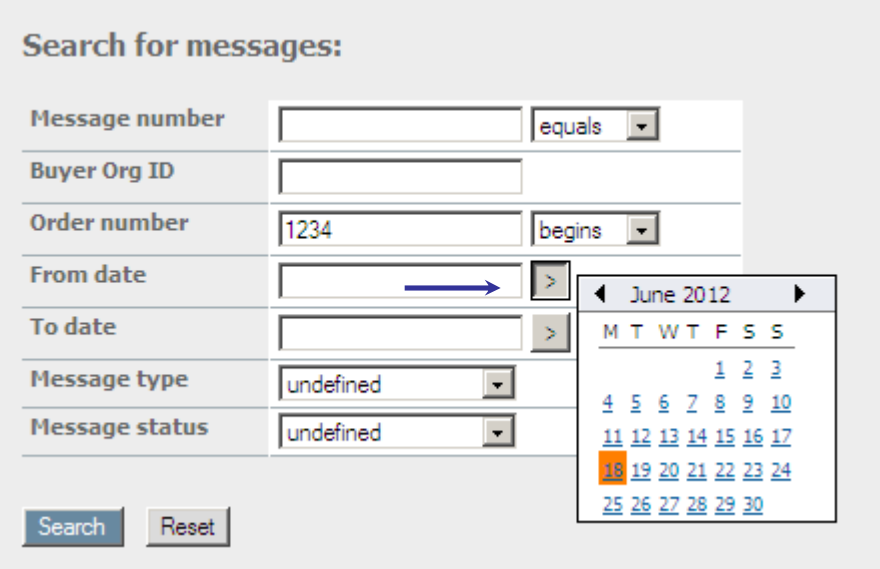
The invoice can be saved as draft, sent or downloaded as PDF/XML. A draft can be modified several times before sending it as final invoice.

3.6. Search

If you want to find a specific message quickly, you can select the "Search" option on the top menu bar at any time.

Home · Logout
User: Qualitaet Tester | Officemax Contract Inc | Monday, June 18, 2012
WEB4BIS
Supplier (A1206164) – Search User Data Info Support

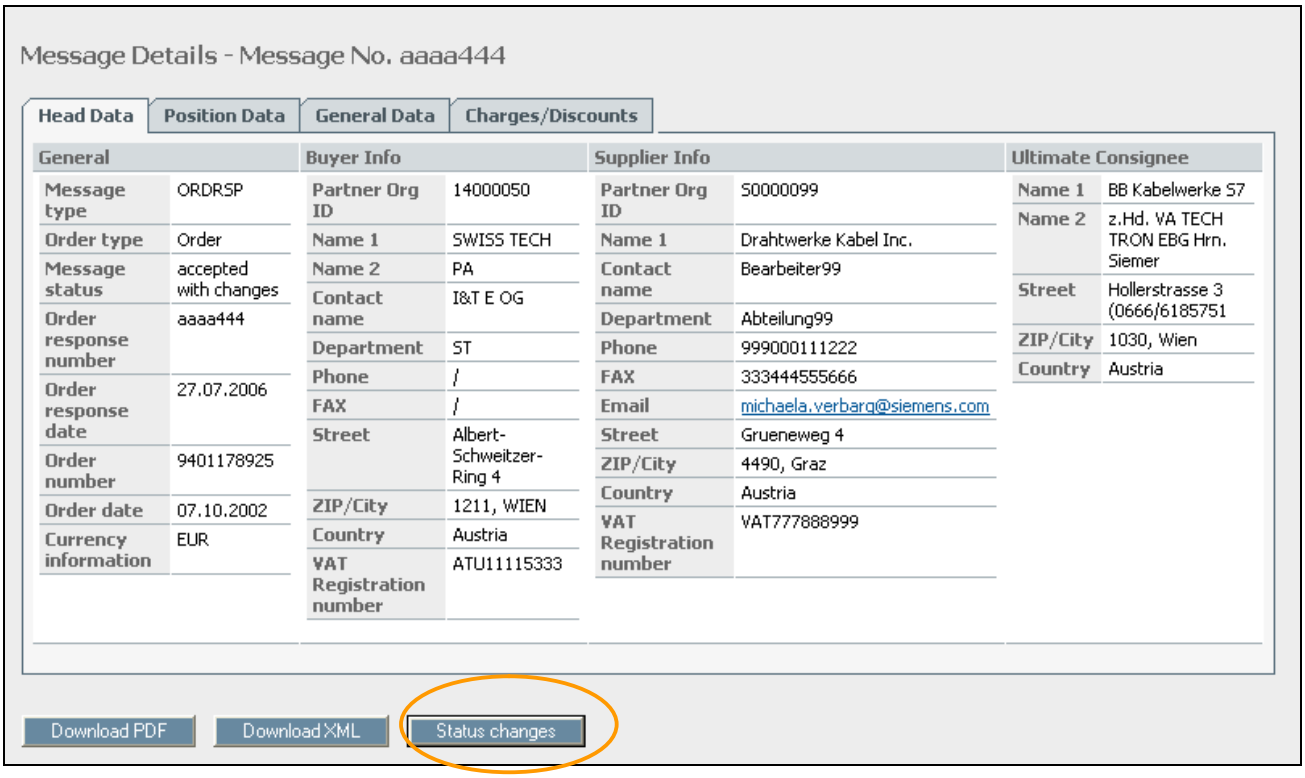
In the search mask you can search for messages by means of a specific order reference number (assuming that you know it), or alternatively you can search for messages within a given period. When searching by means of a specific reference number you can find messages with the exact name by choosing “equals”, messages beginning with the number or name by choosing “begins”, the messages ending with the number or name by choosing “ends” and messages containing the number or the name by choosing “contains”. You can enter the corresponding dates manually or select them in a calendar.

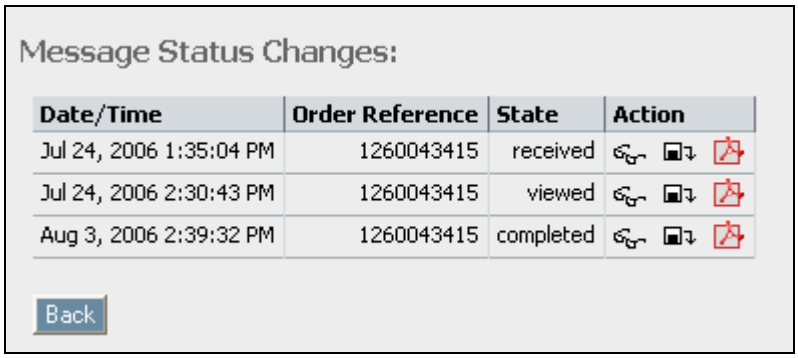


You can hide the calendar by clicking on the ">" button a second time.
You are also able to search by message type or message status. Combinations of both are also possible.
The search results are shown in the familiar message overview. In the list of results you can perform the same actions as in the message overview (see 3.3 Message Actions)

3.7. Message Status Changes

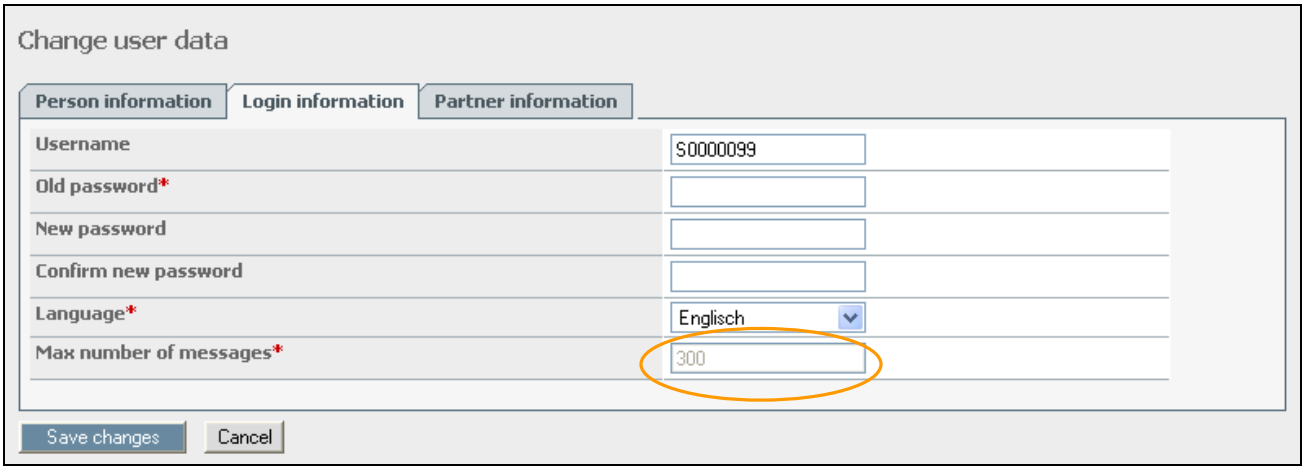
You can trace message status changes in the message details. For example, you can see when a message was received, when it was viewed, or when it was moved to the Short Time Archive (in other words, when it was "completed"). Click on the "Status changes" button to view status changes.



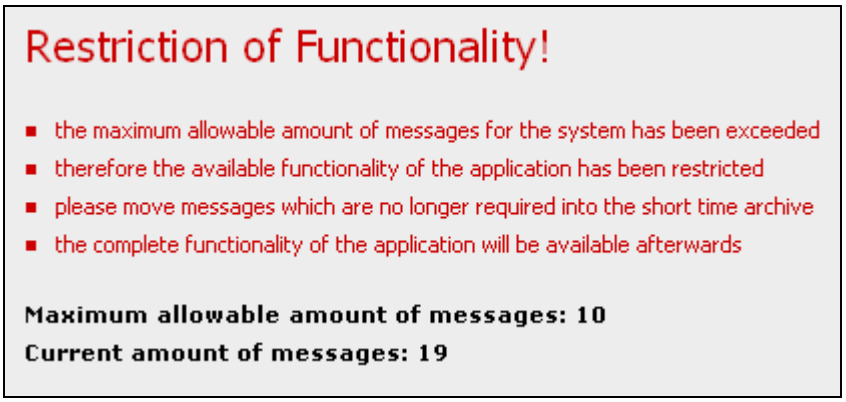


3.8. Message limit

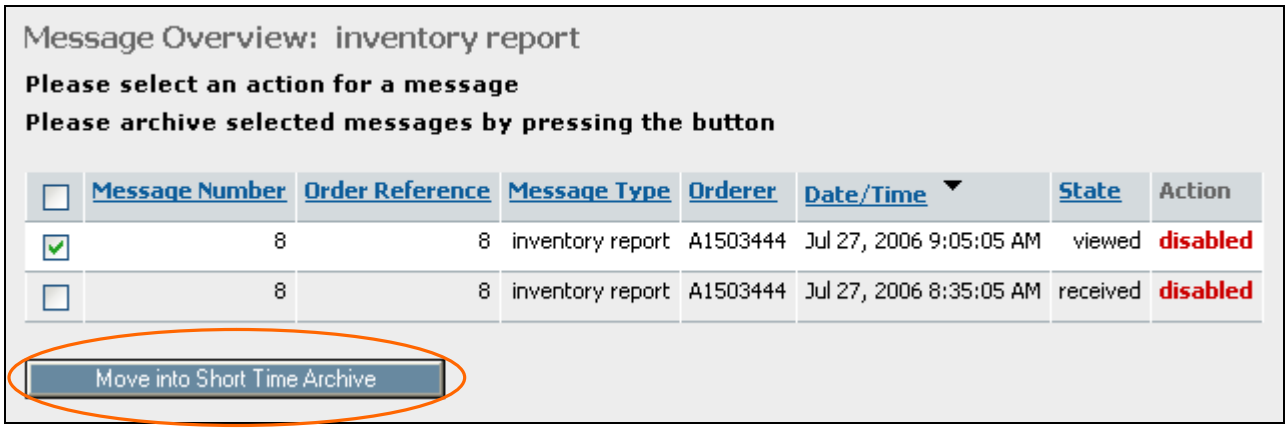
Every partner has a limit to the messages that can be stored in the working folders. You can find the limit number in your User Data below the login information. You can not change the limit on your own.



If the number of the messages stored in the folders “Orders, Order Responses, Delivery Forecasts, Inventory Reports and Invoices” exceeds the limit, the message functionality will be restricted.


Restriction of Functionality!
the maximum allowable amount of messages for the system has been exceeded
therefore the available functionality of the application has been restricted
please move messages which are no longer required into the short time archive
the complete functionality of the application will be available afterwards
Maximum allowable amount of messages: 10
Current amount of messages: 19

To use Web4BIS with the full range of functions, please move the messages no longer needed to the Short Time Archive.



3.9. Deleting Messages

You can delete the messages not needed anymore from the short time archive. Please confirm deleting the selected messages in the Short Time Archive by clicking the button “Delete”.